

EXPERIENCE

CREATIVE MANAGER

Bodhi Culture, Los Angeles, CA / Jan 2019 - Present

- Lead project research/development; direct creative workflow; coordinate schedule with creative team. Oversee website and social media accounts. Monitor creative projects; ensure tasks are 100% complete. Increase engagement & following.
- Manage entire production process; provide help desk/technical support. Delegate tasks to creative team and create high quality, engaging content. Establish project plans via market research/SEO analysis. Secure data & content in hard-drives.
- Handle content development and media management including website design; digital graphic design; setting up and maintaining social media accounts; social media/content creation, copywriting, video editing, editing promos/trailers, creating animated and live action shorts, curating/editing photos, writing blogs & media content for a variety of projects.
- Create, review, approve all creative content: art/design layouts, copywriting, pitch decks, presentations, and update the weekly/monthly progress reports for the CEO & Board for final approval. Support the company's mission & brand identity.

ASSISTANT DIRECTOR, 2ND AD, PRODUCER, and/or PRODUCTION MANAGER

Freelance, New York / Jan 2014-June 2018 + Los Angeles / June 2018-Present

- Proactively lead preparation, organization, and coordination of various kinds of productions, such as music videos, ads, web series, short films, commercials, feature films, etc. Direct workflow, oversaw schedule and delegate tasks to crew.
- Create shooting breakdowns, call sheets, shot lists, shooting schedules, budgets, etc. Reliably find unorthodox solutions to logistic issues via swift adaptability & foresight. Streamline contact between departments onsite & offsite effectively.
- Correspond effectively and compassionately with the cast/crew. People and companies I have worked for have said my creative skills mixed with my business-oriented mentality makes me great at managing people/productions. Support customers; provide a wide variety of business & creative skills. Help executives, business leaders and teams achieve goals.
- Past gigs/companies worked for include, but not limited to: Kodify.io, Adobe Max, Facebook, Apple, Lifetime, HGTV, Mars Vista Entertainment, Tangolight Films, All Day Everyday Productions, Various Independent Gigs & NDA Projects.

KEY PRODUCTION ASSISTANT, DIRECTOR'S ASSISTANT, COVID COMPLIANCE & OTHER ROLES

Freelance, New York / Jan 2014-June 2018 + Los Angeles / June 2018-Present

- Responsible for handling any logistical issues from development through post-production. Work under guidance of the Producer, the Production Manager, the Director, the Assistant Director, the 2nd AD, or the Covid Compliance Manager.
- In office: assist pre-production tasks/production logistics for various productions. On set: assist covid compliance safety for cast/crew, handle actors, organize crafty/meal setups, aid props/wardrobe/HMU, & safety watch location/equipment.
- Shadow the director, the producers, and the department heads. Help with the overall successful execution of various kinds of projects from development to post-production. Ability to drive production cars, production vans and box trucks.

ADDITIONAL SKILLS

- Balance. Talent for self motivation & reliable independently; perceptively collaborates as a hard working team member.
- Focus. Excellent verbal communication and consistent written professionalism; strong listening capacity & eye for detail.
- Open-Mind. Receptive, transparent & decisive demeanor; energetically goal oriented for the present and for the future.
- Positive. Intrinsic ability to confidently communicate to, connect with, & interact fluidly with many unique personalities.
- Versatility. Able to multitask multiple tasks & prioritize time effectively; manages workflow efficiently with adaptability.
- Tech expertise: StudioBinder, Movie Magic Budgeting/Scheduling, Final Draft, Celtx, Adobe Creative Suite, Microsoft 365, G-Suite, Asana, Slack, Sharepoint, Smartsheet, Basic 3 Point/Tungsten/HMI/LED Lighting/Grip experience & more skills.

EDUCATION

- Boston, MA - Emerson College
- BA: Visual Media Arts, Writing & Production - Film & TV (Dec 2016)