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OVERVIEW OF QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Experienced problem solver; analytical and detail-oriented; multitasker with proven ability to organize, prioritize, delegate and meet deadlines
- Strategic planner and creative thinker; intuitive with proven ability to spot talent in people and harness abilities to effect maximum productivity
- Exceptional leader with excellent interpersonal and communication skills; very hard-working with sense of humor and perspective; strong character with honesty, loyalty and uncompromising integrity

PROFESSIONAL EXPERIENCE

5/2012 – Current – 2G Digital Post Inc., Burbank, CA

Scheduler - Creating /supplying TV/Film digital files and assets to studios and production companies

2/2012 – 5/2012- 20th Century Fox – Fox TV/Film Client Services – Fox Enterprises Operations

Post Production Coordinator - TV/Film Researcher/Scheduler for client services worldwide

8/2011 – “Handy Con Carmen ” Utilisima TV Network (Fox International) PowWow Productions

Executive Assistant - Set and Office Pre-Production Coordinator

5/2011 – “Kitchen Nightmares ” Fox Television Network, Upper Ground Enterprises, Inc.

Office Production Assistant/Coordinator

1/2011 – “America’s Next Great Restaurant ” NBC/Universal Promo Shoot, Moving Parts Prod.

Production Assistant

1/2011 – “The Last War Crime ” Independent Film , The People’s Email Network

Production Assistant, Set Dresser

3/2010 – Current, CreateYourHealth.com

Executive Assistant - Associate Producer – Finding Advertisers, Practitioners, Sponsors for Alternative Therapies site via Facebook, LinkedIn, YouTube, Twitter, CYH Mixers; in-store products/marketing.

3/2009 – 1/2011, NBC/Universal – Tech Services/UDS – MediaWorks, Universal City, CA

Executive Administrator/Scheduler –Technical Services/UDS. TV/Film Researcher/Scheduler for clients worldwide. Post Production services for both audio and digital file distribution of TV/Film elements.

11/2010 – “The Cape” NBC/Universal Promo Shoot, Moving Parts Productions

Production Assistant

10/2010 – “Bullets” Music Video (w/Toby Keith), Frames Per Second Productions

Production Assistant

2/2009 – “24”, Twentieth Century Fox Television

Production Assistant

8/2008 - "Redemption Song" Reality Show, Zig Zag Productions

Production Assistant

7/2008 - "Dirty Dancing" TV Pilot, Unfiltered TV, LLC

Production Assistant

5/2008 - "Kurdish Spring Break" Short, In the Pool Productions

1st Assistant Director

- Responsible for maintaining order and discipline on the set
- Working directly with Executive Producers, DP and Director keeping everyone on course for day
- In charge of establishing the cast, crew and shooting calls
- Oversee the selection and management of extras

2005 – 2007 - "Rondezvous", "Confessions", "Flaming Chef" (TV show pilots)

Co-creator, Segment/Pilot Producer, Show Runner

- Research topics for various segments
- Create question/answer sheets and interviews for pilot guests
- Oversight of props and cue cards
- Targeted key points for editing
- Created and Distributed packages for Financiers and Distribution Companies
- Promotion to TV industry executives for pickup for a co-production deal

1995 – 2006 - The WB Television Network - Burbank, CA

Traffic Manager (1997-2006), Administrator (1995-1997)

- Report directly to CFO and Executive Vice President of Finance and Administration
- Ensure compliance with FCC guidelines for Kids'WB!
- Serve as liaison between affiliates, marketing, sales and broadcast standards departments
- Oversee and manage traffic department
- Create, schedule and distribute broadcast materials to over 205 television affiliates nationwide
- Responsible for primetime (15 hours) and kids (14 hours) programming w/formats & files to satellite center

EDUCATION

- Kalmenson & Kalmenson, Burbank, CA
 - Voice Over Classes learning the "Kalmenson Method"
- Joyce Castellanos Voiceover, Studio City, CA
 - Television Promo Voice Over Training
- UCLA Extension Classes (Currently Enrolled in Certificate Program)
 - Pre-Production/Production for Film and Television
 - Post Production for Film and Television
 - Story Analysis/Script Development for Film and Television
 - Feature Film Financing
- California Institute of the Arts, Valencia, CA
 - Music – Vocal Performance

COMPUTER KNOWLEDGE

- Microsoft Word, Excel, Outlook – Microsoft Suite, Mac
- Enterprise and STBS custom traffic software
- Internet proficiency with Facebook, LinkedIn, YouTube, Twitter, etc.
- Filemaker Pro, JDE, QC, OMS, ScheduALL, Quickbase, FAME, Title-Management, D3, Avalon, DAPR, Espirit, Final Cut Pro, PAMS, STRAT2G, TACTIC