



SUMMARY

Deadline driven, dependable problem solver with extensive Production Coordinator experience. Efficiently planned and organized logistics, cast and crew in order to keep the project on time and under budget. Consistently demonstrated ability to work under pressure and follow complex procedures. Effectively communicated plans and implementation to all members of the team.

- SAP, Oracle
- Strong Excel, PowerPoint, Outlook
- IMDB, Studio System
- Managing Releases
- Rights and clearances for photos and videos
- Internet savvy, TV research
- Script and pitch coverage
- Location scouting and permits
- Arranging travel
- Processing Expense Reports
- PC proficient/MAC literate: Windows XP/Vista/7/Lion: Microsoft Word
- Movie Budgeting
- Preparing, updating and distributing crew lists
- Expense reports
- SIMS
- Creating and Maintaining Production Binders
- Proficient in Russian

PROFESSIONAL EXPERIENCE

DISNEY CORPORATE, Glendale, CA

2014 -2015

Project Coordinator

(project assignment)

- Worked with the DTSS team to ensure a successful implementation of the new software program.
- Coordinated team meetings, training workshops and committee sessions to ensure the project stays on track.
- Thrived within busy environment, requiring the ability to multitask and stay exceptionally organized.

TV GUIDE NETWORK, Hollywood, CA

2006 – 2013

Production Coordinator

- Consistently recognized for keeping the shows under budget by successfully negotiating fees and contracts.
- Organized and maintained information flow between all components of production and became a go-to person for the team's logistical needs.
- Exercised quality control procedures at every level of production to ensure flawless production flow.
- Gained location expertise by successfully negotiating filming locations including LA Zoo, Coliseum, Universal CityWalk and Magic Castle.
- Ensured all necessary permits and forms are filed for all locations in order to keep production on schedule.

- Constantly improved Oracle/ SAP accounting skills by processing vendor invoices on daily basis.
- Performed extensive and accurate research for the production team to ensure high levels of accuracy of the produced shows.
- Identified and cleared photos and videos for the Production Department.
- SIMS knowledge – entering contracts, generate reports, manage program grid, create listings information and asset management

CREATIVE ARTISTS AGENCY (CAA), Beverly Hills, CA 2004-2006

Assistant to an Agent

- Composed submission letters, tracked entertainment properties for clients and covered scripts, organized source materials for possible film ideas.
- Maintained and kept department's slate current.
- Tracked and pitched ideas to various production companies and performed research in addition to special projects.

RADIANT PRODUCTIONS, Santa Monica, CA 2003-2004

Development Assistant

- Performed detailed script coverage to judge if the project is a good fit for Wolfgang Peterson's production company.
- Focused on finding new meaningful projects for the development team.

CENTRAL CASTING, Burbank, CA 2000-2002

Background Casting Director

- Supervised the casting of background talent for television shows and feature films.
- Point person to Assistant Directors and Producers providing them with critical information concerning casting updates.

PROFESSIONAL DEVELOPMENT

LA Fellows, Los Angeles Valley College

The fellowship was created in an effort to combine workforce development and volunteerism. The program provides selected individuals with skills to advance their career.

Volunteer - Assistant Director of Strategic Operations, **Operation Gratitude**, LA, CA

EDUCATION

Bachelors of Science in Business Administration
Emphasis: International Business and Marketing, University of Arizona, Tucson, AZ

PROFESSIONAL AFFILIATIONS

Member of the Producers Guild of America
University of Arizona Alumni