

COLLETTE LEGAULT SNOONIAN

(818) 679-4409 - collette922@yahoo.com

SKILLS

Microsoft Office, Excel, Final Draft, Quickbooks, Google G-Suite, Mac and PC.

***Covid 19 Compliance Officer - Certified through Health Education Services**

EXPERIENCE

PRODUCTION COORDINATOR - B17 for HBOMax, Whisper Kitchen Sizzle Reel

Production support for a sizzle reel. Check requests, purchase orders, obtained permits for filming and coordinated production assistants. (August 2020 to present)

PRODUCTION COORDINATOR - B17 for Quibi, Last Night's Late Night

Set up production office, coordinate production assistants, cashet card reconciliation, assist with production operations, general office duties. (Feb. - March 2020)

ASSOCIATE PRODUCER - The 45th Annual HUMANITAS Awards

Assisted managing production, guest list and script for awards show as well as other HUMANITAS functions. (Nov. - Jan 2020)

PRODUCTION MANAGER - "Untitled Chef" Sizzle Reel. Wallin Chambers Entertainment

Tracked budget and managed production operations. (Nov. 2019)

ACCOUNTING CLERK - Smart Accounting Solutions

Assisted with office duties and organization for accountant. (Sept/Oct. 2019)

PRODUCTION MANAGER - "Superstar Avatar" Sizzle Reel. ABC Alternative

Hired crew & equipment, tracked budget and managed operations. (June/July 2019)

AUDIENCE COORDINATOR - "Material Girls" Pilot. Mission Control Media

Coordinated paid and unpaid audience for a comedy pilot. (June 2019)

ASSOCIATE PRODUCER - The 44th Annual HUMANITAS Awards

Assisted managing production operations and facilitated VIP interviews for awards show. C4 Productions for HUMANITAS. (Jan/Feb 2019)

OFFICE COORDINATOR - C4 Media/Ignition Films

Manage office duties and production work on an as needed basis. (Feb-Nov 2018)

FIELD COORDINATOR, "The Billionaire - Branson's Quest for The Best". Bunim-Murray for FOX

Managed the US office, travel and media delivery for a 12-episode reality series. (2004)

PRODUCTION MANAGER, "Playing It Straight". Paddenswick Pictures for FOX

Managed field operations, travel, and remote shoots for a 7-episode reality series. (2003)

PRODUCTION MANAGER, "The Celebrity Look-Alike Show". Reveille Pictures

Managed operations for a multi-cam studio pilot. (2003)

PRODUCTION MANAGER, "I'm A Celebrity Get Me Out of Here". Granada America for ABC

Managed production operations in the US for this international reality series. (2002-2003)

SEGMENT PRODUCER, "The Surreal Life". 51 Minds Entertainment for VH-1

Planned a full-scale celebrity wedding (Corey Feldman) in the Hollywood Hills in six days. (2002)

PRODUCTION MANAGER, "The Amazing Race (season 3)". World Race Prod., Inc. for CBS

Managed all international travel and functioned as the international liaison. (2002)

FIELD COORDINATOR/PRODUCTION MANAGER, "Fear Factor (season 2)". Lock & Key for NBC

Coordinated/managed all aspects of field stunt shoots for 18 episodes. (2001-2002)

FIELD COORDINATOR, "Ultimate Revenge (season 1)". Woody Frazier Productions

Coordinated field shoots for a hidden camera show. (2001)

OTHER EXPERIENCE

- Producer's Assistant to Cater Lee (2001-2001)
- Assistant, TV Lit, Creative Artists Agency (2000)
- Executive Assistant, Bain Capital, Inc., Boston (1993-1999)

EDUCATION

M.A. TV & Video Production, Emerson College (1999)

Produced a documentary on the process of becoming a surrogate mother, "Fertile Ground," distributed by Aquarius Healthcare Video.

B.A. Mass Comm./Sociology, University of Massachusetts at Amherst