

## EDUCATION

### **Walden University**

*Master of Business Administration*

**November 2020**

### **Fairmont State University**

*Bachelor of Science in Criminal Justice*

**May 2018**

## PROFESSIONAL EXPERIENCE

### WALT DISNEY STUDIOS

#### **Health & Safety Coordinator -Publicity & Marketing**

*(February 2022-Present)*

- Responsible for scheduling testing for all publicity events, press junkets, studio premieres and creative content shoots for the cast, crew, and talent.
- Oversees and sets up check in tables at events, issuing credentials to staff and ensuring everyone has been tested and cleared to work.
- Serves as a point of contact with testing vendors and responsible for ordering the nurses to set up testing stations at events.
- Responsible for maintaining PPE supply inventory, ordering supplies, and the daily distribution of PPE supplies to staff.
- Assists with greeting talent, crew, and guests at events
- Maintains database of testing logs and assists with billing and coding of all testing for publicity and marketing events.

### FOX SPORTS

#### **Health Coordinator**

*(April 2021- February 2022)*

- Serves as the point of contact for the Human Resources and Business Operations team when information is needed.
- Analyzes all health reports to provide information to the Health Administration team on a daily basis.
- Tracks quarantine information and answers employee questions on returning to work.
- Assists in the calling of employees who test positive for COVID-19 or had exposure to COVID-19.
- Maintains and contributes to the overall COVID-19 tracking ecosystem.
- Interface with production and crewing teams to make sure information is relayed in a timely manner.

### B POSITIVE, SEASON 1- WARNER BROS STUDIOS

#### **Production Assistant**

*(April 2021)*

- Assists Production Coordinator by sending welcome emails and onboarding documents to all new crew members, arranging daily crew meals, and run errands to support the cast and crew.
- Assists the production team in keeping track of project crew's timecards, sick days, holidays, and availability.
- Creates and maintains various production documents, onboarding documents, crew/client/vendor contact lists, and print daily scripts.
- Organizes production travel, complete expense reports, and handles purchase requests as needed.
- Coordinates physical and virtual show meetings, sets up space and equipment for meetings, troubleshoot conference room issues to ensure timely start and smooth operation during meetings.
- Supports the Production Coordinator and other production team members as needed.

### ALL AMERICAN, SEASON 3 - WARNER BROS STUDIOS

#### **Production Assistant**

*(February 2021-April 2021)*

### WARNER MEDIA

#### **Set Watch Officer (October 2020- February 2021)**

- Assists with greeting and processing guests at Warner Bros Studios.
- Processes entries in Warner Bros Studios visitor management system.
- Assists with entries for Studio Lot Drive-On passes and other access requests.
- Provides protection for studio equipment, monitors stage areas, cameras, lights, and props.
- Assist with alarm monitoring and response throughout Warner Bros Studios facilities.

### DC GOVERNMENT METROPOLITAN POLICE DEPARTMENT

#### **Administrative Assistant**

*(2015 – 2019)*

- Provides administrative support to the Commander including managing the phone, day-to-day appointments, outlook calendar, travel, expense reports, and outgoing correspondence.
- Coordinates meetings with 50+ attendees, prepares agendas, secures and plan meeting spaces, and facilitate content development.
- Assists with preparation of legal documents, drafting routine letters, contracts, and all other correspondence.
- Maintains the department electronic databases, distribution lists, orders office supplies, and other various administrative needs.
- Assist in planning high-profile events, luncheons, off-site community events, and team-building activities.