

DEDICATED ETHICAL PROFESSIONAL WITH OVER 10 YEARS OF ENTERTAINMENT EXPERIENCE, READY TO BENEFIT FILM & TV PROJECTS IN A **POST COORDINATOR** CAPACITY. EXCELS IN FAST-PACED & CHALLENGING ENVIRONMENTS THAT DEMAND STRONG MULTITASKING, INTERPERSONAL, & LEADERSHIP QUALITIES. TRUSTWORTHY, DISCREET, & COMMITTED TO EXCELLENT RESULTS. CONFIDENT, POISED IN INTERACTIONS WITH COLLEAGUES, TALENT, & EXECUTIVES. PERFORM & DELEGATE EFFECTIVELY DESPITE SUDDEN DEADLINES & CHANGING PRIORITIES.

FULL CV & REFERENCES AVAILABLE UPON REQUEST.

AREAS OF EXPERTISE INCLUDE:

- FILM & TELEVISION PRODUCTION
- BUDGETS, SCHEDULES,
- SCENECHRONIZE SHOW ADMIN CERTIFIED
- VIDEO EDITING
- CREATING & MANAGING WORKFLOWS
- EFFICIENT & RESOURCEFUL
- VERBAL & WRITTEN COMMUNICATION
- SUPPLIER & VENDOR MANAGEMENT
- ADAPTABLE & RESILIENT
- DETAIL-ORIENTED
- STRONG BELIEF IN INCLUSIVE MEDIA
- TALENT, TEAM & CREW MANAGEMENT
- SCRIPT WRITING & COPY EDITING
- CREATION & WORLD BUILDING
- DELIVERABLE TRACKING

PROFESSIONAL EXPERIENCE

POST PRODUCTION COORDINATOR

PERRY MASON S2

STAGE, SCRIPTED

HBO 2022-2023

POST PRODUCTION COORDINATOR TRAINING

WARNERMEDIA/HBOMAX ACCESS

FALL 2021

REEL WORKS' MEDIAMKRS 7-WEEK TRAINING PROGRAM WITH [KENDALL MCCARTHY](#) TO DEVELOP & PREPARE POST-PRODUCTION COORDINATORS FOR HIGH-END SCRIPTED PROGRAMMING. TRAINING INCLUDED: PIX, SCENECHRONIZE, DAILIES, BUDGETING, & MORE.

POST PRODUCTION COORDINATOR

INTURN S2

UNSCRIPTED

CBS

INT'L ASSOCIATE PRODUCER (POST)

BIOGRAPHY

SCRIPTED

A&E NETWORKS

INT'L CLIENT COORDINATOR WORLDWIDE DISTRIBUTION

CBS CORP.

RECEPTION & SALES COORDINATOR

ORBIT DIGITAL

POSTWORKS NY

PRODUCTION COORDINATOR

MORE POWER

STAGE & FIELD, SCRIPTED DOCUSERIES

HISTORY/A&E

I LOVE US

STAGE, SCRIPTED

BET

SLIME AND SEEK

FIELD, UNSCRIPTED

AMAZON

PRODUCER'S ASSISTANT

STUCK IN THE MIDDLE

STAGE, SCRIPTED

DISNEY CHANNEL

TECHNICAL PROFICIENCIES

TECSTREAM, PIX, SCENECHRONIZE, DAVINCI RESOLVE, BASECAMP, PPL, WINMLS, XYTECH ENTERPRISE, OPERATIONS INVENTORY SYSTEM, HARRIS SMARTJOG, PROTRACK & CRYSTAL DECISION, ADOBE PHOTOSHOP, MS OFFICE, ACT, FCP, BASIC HTML, I MOVIE, AVID EXPRESS PRO, TOAST, QUICKTIME, GOOGLE SUITE

EDUCATION & TRAINING

BACHELOR OF FINE ARTS IN FILM & TELEVISION PRODUCTION
CERTIFICATE TV FELLOWSHIP WRITING

2021

NEW YORK UNIVERSITY | NEW YORK, NY
UNIVERSITY OF CALIFORNIA | LOS ANGELES

SURVIVING & THRIVING IN THE TV INDUSTRY COURSE
WOMEN IN MEDIA CAMERADERIE WORKSHOPS

LIGIAH VILLALOBOS | NYU VIRTUAL
WORKFLOW/POST PRODUCTION 2-DAY

VOICE OVER

DUBBING INTENSIVE
BEGINNING LOOP GROUP
COMMERCIAL, VIDEO GAME & ADR VOICEOVER TRAINING
PRIVATE VOICEOVER TRAINING
INTERMEDIATE & ADVANCE COMMERCIAL VOICEOVER TRAINING

PAULETTE LIFTON
WOLFIE TRAUSSCH
EMILY LATKA, RAY CHASE, PORTIA SCOTT
STEVE HARRIS, ART OF VOICE
SCHOOL OF VISUAL ARTS