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Highlights of Qualifications

Accomplished artist with a background in film and creative design · Demonstrated ability to translate vision into a deliverable product · Extensive experience in logistics management including budgeting, outsourcing, people management and adherence to deadlines · Exceptionable ability to plan and execute domestic and international travel with attention to customizing the individual and group experience, optimizing cultural immersion and meeting budgetary parameters

Summary of Experience

More than 10 years experience working in the film industry as a freelancer for various production companies as part of a collaborative team

Extensive experience in the creative design phase, including conception, illustration, animation and ability to create applicability and relevance across multiple platforms

5 plus years experience operating at project coordinator level, managing outsourcing, staging, product placement and all elements of set design and staging

Successfully managed relationships with supervisors, colleagues, retained talent and contracted personnel for the purpose of executing diverse projects

Acute ability to function in a self-directed environment, with proven ability to manage multiple projects with complex deliverables and competing deadlines

Proven ability to support and further marketing objectives for multiple and diverse industries including the arts, service and entertainment industries

Highly proficient in the use of both technical and commonly marketed computer programs.

References available upon request



Education

Savannah College of Art and Design
Savannah, Georgia
Bachelors of Fine Arts:
Animation, 2009

Employment History

Freelance Production Coordinator

Various Film Production Companies (Nov 2018 - Suspended due to COVID-19)

Self-employed, private contractor, responsible for project scheduling and implementation. Managed budgets, travel, invoicing, and assisted artistic elements of projects.

Freelance Property Master & Set Decorator

Various Film Production Companies (2013 - present)

Work under the supervision of the Production Design and/or Art Director in arranging the overall look of the film. Assist Production Designer with budget. Create and manage the prop budget. Assist in sourcing props, decorating and building sets.

Freelance Production Assistant

Various Film Production Companies (Sept 2011 - present)

Assist producers with coordination on and off set, day-to-day operations including call sheets, permits, talent, insurance, time management. Assist Assistant Director in lockups, loading in/out of location, and escorting talent.

Restaurant Operations Assistant

Francis Ford Coppola Winery (April 2016 - June 2018)

Greet guests, answer phone calls, book reservations and resolve customer issues. Monitor dining room to ensure optimal guest experiences. Assist General Manager with invoices, budget and payroll.

Production Artist

TeachTown & Big Bad Tomato (Sept 2009 - January 2011)

Webdesign, illustrations, character designs, storyboarding, game designs and animation to create an educational software for children with autism.

Coordinator

Food Photography	GrubHub	Web/Print	2018-2020
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On-Set Decorator

Living Spaces Spring 2018 Catalog	March Media	Print	2017
Living Spaces Fall 2017 Catalog	March Media	Print	2017
Artful Gambit	Dir Sig Culhane	Short Film	2013
Mattel	Laundry Design	Commercial	2013

Property Master

The Houses October Built	Dir. Bobby Roe	Feature Film	2014
Feels So Good	Dir. Josh Stolberg	Feature Film	2012
Holly's Holiday	Dir. Jim Fall	Feature Film	2012

Art Production Assistant

Heartbreakers	Green Bottle Pictures	Web Series	2014
Momsters: When Moms Go Bad	Sharp Entertainment	Pilot	2014
Silent Life	Dir. Vladislav Kovlov	Film	2013
Key & Peele Viacom	Principato-Young	Commercial	2013
The Borgias Unveiled "Sin"		Design Competition	2012
Grace Potter "Never Go Back"	More Media	Music Video	2012
Dog Eat Dog	Before The Door	Short Film	2012
Supermoms	Pupcake Productions	Web Series	2011

Set Production Assistant

Logitech "Your Mouse"	Freestyle Filmworks	Commercial	2014
Logitech	Freestyle Filmworks	Commercial	2014
Progressive Insurance	Dir. Michael Barnett	Commercial	2014
Colbie Caillat	Photographer Gregory Metcalf	Print	2014
LA Models: Trent Garrett	Photographer Gregory Metcalf	Print	2014
G by Guess	Photographer Gregory Metcalf	Print	2014
I Fight Dragons "Save World Get Girl"	More Media	Music Video	2012
Guitarface	Dir. Christopher Hanada & Tanner Kling	Short Film	2012
Wiz Khalifa "Young Wild & Free"	The Yard Entertainment	Music Video	2011
Fetching	Pupcake Productions	Web Seres	2011

Office Production Assistant

James Bond: World of Espionage	Photographer Kevin Lynch	Video Game Photoshoot	2014
Street Fighter vs. Tekken	N/A	Commercial	2013
Mac & Devin Go To High School	The Yard Entertainment	Feature Film	2012
Improv-A-Ganza	Big Picture Group	Commercial	2011
American Restoration	Big Picture Group	Commercial	2011

Stop Motion Assistant

5 Seconds of Smart Series:			
Farmers Insurance "Secure Heavy Items"	Laundry Design	Commercial	2013
Farmers Insurance "Fix Crack in Windsield"	Laundry Design	Commercial	2013
Farmers Insurance "Avoid Animals in the Road"	Laundry Design	Commercial	2013
Farmers Insurance "Space Heater"	Laundry Design	Commercial	2013
Intuit - Small Business Big Game	Laundry Design	Commercial	2013
Intuit - Small Business Cindy's Cakes	Laundry Design	Commercial	2013