

NBC UNIVERSAL

Manager, Production Operations

- Oversee Staff & Freelance Art Directors, Production Designers, Set Dressers, Managers, and Coordinators
- Review incoming Art Requests and build budgets, create timelines, for linear and digital productions
- Provide final approval on all sets, props, dressing, and creative designs
- Track project expenditures and provide final estimates for completion
- Manage projects for NBC Universal's network brands, digital projects, marketing shoots, live events and daily entertainment news programs
- Manage on the ground all live event award show set builds including the Oscars, Grammy's, Globes, etc.
- Review all vendor contracts and agreements to ensure language meets network standards
- Assign daily work assignments to all freelance crew
- Oversee Hair, Make-up, and Wardrobe Departments
- Assist Studio Manager with all studio operations and logistics

ASYLUM ENTERTAINMENT

VP, Production

- Oversee non-scripted projects from initial concept to final delivery and lead multiple shows simultaneously
- Head of Development Department for all pilots, sizzle reels, and presentations
- Build budgets in and track costs for shows in development and production
- Review all company cost reports and provide estimates to complete
- Review edit cuts for clearance issues and ensure final products meet network contractual obligations
- Bind insurance
- Regular domestic and international set visits to assess status of productions

ASYLUM ENTERTAINMENT

Line Producer

- Create and maintain production and post schedules
- Establish and set team deadlines
- Scout and secure shoot locations
- Field shoot representative for all development projects and television shows in production
- Vendor negotiations
- Oversee post-production deliverables
- Vet and train new hires
- Collaborate with Legal, Accounting and Post Departments

ASYLUM ENTERTAINMENT

Production Manager

- Book and coordinate travel logistics for crew and staff for production scouts and shoots
- Distribute project status updates weekly
- Manage team expenses and reports
- Equipment management
- Set-up acquisition and delivery of construction materials and set props

BASE PRODUCTIONS

Production Manager / Line Producer

- Lead domestic and international field shoots

GURNEY PRODUCTIONS

Production Manager

- Discovery Network's "American Guns"

PILGRIM STUDIOS

Production Manager

- National Geographic's "Wicked Tuna: S3"

DISCOVERY STUDIOS

Production Manager

- Discovery Network's "Penn & Teller Tell a Lie"

EVOLUTION STUDIOS

Production Manager

- Lifetime Network's "Prom"

WORLD OF WONDER

Production Coordinator

- Handle logistics for documentaries and development projects
- Create development budgets and track final costs

CREDITS

Premier League: Extra Time	NBCU Digital Content Lab Snapchat
The Rundown	NBCU Digital Content Lab Snapchat
Face Forward	NBCU Digital Content Lab Snapchat
What the Fashion	NBCU Digital Content Lab Snapchat
Celebrity Conspiracy Theories	NBCU Digital Content Lab Snapchat
Geekly	NBC Digital Content Lab Snapchat/Syfy
Close-up	NBC Universal Quibi
Daily Essentials	NBC Universal Quibi
Just the Sip	NBC Universal Podcast
Live From the Red Carpet Oscars	NBC Universal E! Entertainment/Sky
Live From the Red Carpet Grammy's	NBC Universal E! Entertainment
Live From the Red Carpet Globes	NBC Universal E! Entertainment
Live From the Red Carpet AMA's	NBC Universal E! Entertainment
Live From the Red Carpet SAG's	NBC Universal E! Entertainment
Live From the Red Carpet People's Choice	NBC Universal E! Entertainment
Live From the Red Carpet Emmy's	NBC Universal E! Entertainment
Live From the Red Carpet Met Gala	NBC Universal E! Entertainment
Nightly Pop	NBC Universal E! Entertainment
Daily Pop	NBC Universal E! Entertainment
Big Fish Texas	National Geographic
Homegrown Makeover	FYI Network
Breakthrough: S1 & S2	National Geographic
Mystery of the Copper Scrolls	History Channel - Pilot
This is the End	History Channel - Pilot
Telenovela	VH1 - Pilot
H-Town Hustle	VH1 - Pilot
Legend Quest	Syfy Network
Codependent: S1	LMN
Billy Bob's Gags to Riches	Discovery Network
Owner's Manual	AMC Network
B.A.P.S.	Lifetime Network
Curiosity: How Do Drugs Work	Discovery Network
Alone	Travel Channel – Pilot
Sex Advice From...	TLC – Pilot
American Guns	Discovery Network
Wicked Tuna: S3	National Geographic
Preppers	Animal Planet - Pilot
Penn & Teller Tell a Lie	Discovery Studios
Prom Queens	Lifetime Network
Take Home Chef	TLC
Car Warriors: S1 & S2	Fox Sports

The Capone's
Jesse James is a Dead Man
Man Shops Globe
Carnie Wilson: Unstapled
Fabulous Beekman Boys
Chaz
Fantasia for Real
Million Dollar Listing NY
Million Dollar Listing: S4
Don't Ask, Don't Tell
Carrie Fisher: Wishful Drinking
Ghetto Ballet
Grab

Reelz Network
Paramount Network
Sundance Channel
Game Show Network
Destination America
OWN Network
VH1 Network
Bravo Network
Bravo Network
HBO - Documentary
HBO - Documentary
HBO - Documentary
PBS – Documentary