

Professional Summary

Skilled Professional with extensive experience in managing cross-functional teams, forecasting results, developing budgets, establishing project communication plans, and increasing the efficiency of operations. Substantial experience in vendor account processing, training team members, streamlining processes, coordinating assignments, and conducting post-project evaluations. Continually exceeds expectations by building strong relationships and works well with people at all levels of the organization including executive teams, staff, and stakeholders.

Skills

- Managing Cross-Functional Team Members
- Identifying Trends & Forecasting Results
- Streamlining Processes & Meeting Deadlines
- Accounting & Vendor Account Processing
- Conducting Post-Project Evaluations
- Training & Guiding Team Members
- Establishing Project Communication Plans
- Ordering Materials & Allocating Resources
- Increasing the Efficiency of Operations
- Managing & Implementing Budgets
- Coordinating Assignments & Schedules
- Excellent Verbal & Written Communication

Project Management & Coordination

- Overseeing project schedules for over 25 associates while also coordinating crew assignments and location information.
- Ensuring the required materials are purchased for each project and discussing budget expectations with stakeholders.
- Continuously recruiting, interviewing, hiring, and training employees for positions according to specific project needs.
- Developing and implementing project budgets to ensure the company consistently achieves bottom line objectives.
- Interacting with project staff, internal departments, and stakeholders to resolve project issues and improve processes.
- Submitting project deliverables and preparing status reports by gathering and summarizing relevant information.
- Working with all levels of management to ensure that appropriate processes/controls are established and documented.
- Ensuring coaching culture is present to include timely acknowledgement of successes and feedback on opportunities.

Communication & Team Leadership

- Resolving staff issues, discussing pay information with associates, and identifying opportunities to improve workflows.
- Ensuring safety protocols are adhered to at all times and training new employees to facilitate regulatory compliance.
- Implementing excellent communication skills to ensure teams are following directions and meeting company goals.
- Strategically directing crew members in performing tasks and managing assigned inventory of project equipment.
- Effectively optimizing operational processes for maximum efficiency while consistently maintaining quality standards.
- Consistently maintaining cooperative and professional relationships with staff, managers, and key stakeholders.
- Placing a high value on punctuality and working hard to maintain an excellent team to ensure operational effectiveness.

Logistics & Operational Efficiency

- Managing rental payments for production office locations, reviewing payroll approvals, and analyzing timecards.
- Overseeing accounts payable/receivable departments and reviewing specific financial inconsistencies in project reports.
- Ensuring strict compliance with established city, state and federal guidelines in order to maintain operational status.
- Developing department schedules that reflect the goals of the organization, allowing for staff support to be utilized.
- Implementing process improvement techniques to maximize staff's productivity and optimal performance levels.
- Establishing priorities for the completion of work in accordance with sound time-management methodologies.
- Creating step by step working routines and standard operating procedures to make operations run more smoothly.

Work History

Production Manager - Pilgrim Media Group, A&E - Zombie House Flipping (Season 4) – 06/2022 to 1/2024

- Recruited and interviewed a production crew of 25 professional individuals and ensured onboarding and training materials were in place for each individual role in the two months before production began. Recruited, hired, and trained an additional six employees during production based on continuously evaluated staffing needs.
- Implemented improvements to the team's time card approval process resulting in a 2.5 hour total reduction in time card processing per week and increased accuracy of time cards by 80%

Production Manager - Kinetic Content, HGTV - My Flippin' Fortune (Season 1) – 02/2022 to 05/2022

- Recruited, hired, and trained an additional ten employees during production based on continuously evaluated staffing needs.
- Worked with post editors, producers, and showrunners to complete the final project within budget

Production Coordinator - Kinetic Content, HGTV - My Flippin' Fortune (Season 1) – 08/2021 to 03/2022

- Oversaw all aspects of production, from pre-production to post-production, ensuring that projects were completed on time and within budget.
- Managed a team of producers, coordinators, and other production personnel to ensure that tasks were assigned and completed effectively.

Production Manager - Kinetic Content, Netflix - Love Is Blind (Season 3) – 05/2021 to 07/2021

- Completed logistics and scheduling for production, including location scouting, set construction, and equipment rental. Troubleshooting and resolving issues that arose during production, including scheduling conflicts, budget overruns, and creative differences.
- Working with on-screen talent and vendors

Associate Producer - Big Table Media, Disney+ - Restoration Road (Season 1) – 01/2021

- Recognized for ability to think creatively and come up with innovative solutions to complex production challenges. Successfully managed a complex production with multiple locations, cast, and tight deadlines.

Production Coordinator - Under Armor, Under Armor - Zinc Productions – 12/2020

- Worked one-on-one with clients to achieve their goals.
- Received positive feedback from clients and collaborators for exceptional project management skills.

Production Manager - IPC, A+E - Kids Behind Bars: Life or Parole (Season 2) – 02/2020

- Worked with a crew while taking on multiple roles to complete the project within a small budget.

Production Coordinator - Spectrum Productions, Nat Geo Wild - LoneStar Vet (Season 1) – 03/2018

- Worked the production team, providing support and ensuring that tasks were completed on time.
- Managed the production office, including handling phone calls, scheduling meetings, and maintaining files and records.
- Procured equipment and supplies for production, including cameras, lighting, and props.

Field Producer - High Noon Entertainment HGTV - One of a Kind (Seasons 1&2) – 07/2018 to 01/2020

- Ensured that the production was in compliance with local laws and regulations, including obtaining necessary permits and permissions.
- Maintained communication with the production office, providing updates on the production's progress and any changes to the schedule or budget.
- Collaborated with the creative team to develop story ideas and provide feedback on day to day content.

Production Coordinator - High Noon Entertainment HGTV - One of a Kind (Seasons 1&2) – 07/2018 to 01/2020

- Oversaw the production team on location, providing support and ensuring that tasks were completed on time and within budget.

- Managed the production process on location, including scheduling, logistics, and budgeting.

Media Manager - High Noon Entertainment HGTV - One of a Kind (Seasons 1&2) – 07/2018 to 01/2020

- Collected and downloaded media daily while coordinating with the production company's post department
- Keeping track of logs and data

Studio Services Coordinator - Invodo - E-Commerce Videos – 08/2014 to 02/2017

- Managed the day-to-day operations of the studio, including scheduling, logistics, and budgeting.
- Coordinated with producers and other stakeholders to ensure that productions ran smoothly.
- Oversaw the studio crew, providing support and ensuring that tasks were completed on time.
- Managed the studio facilities, including equipment, sets, and props, to ensure that they were well-maintained and in good working order.

Associate Producer - Invodo, Amazon.com - E-Commerce Videos – 09/2017 to 10/2017

- Working with shareholders and vendors on commercial projects.

Technical Skills

Microsoft Office Suite, Photoshop Suite, Final Cut

Additional Training

Sexual Harassment and Equality Training Courses

Education

Stephen F. Austin – 2010

Cinematography and Photography