

# MARIA TERESA “T” GARCIA

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## PRODUCTION & OPERATIONS MANAGER

Production and operations professional with 15+ years of experience managing high-volume, multi-project workflows across film, television, and live events. Known for aligning budgets, timelines, and cross-functional teams while improving systems and processes that support scalable production. Strong background in vendor coordination, financial tracking, and stakeholder communication across network, production, and client environments. Work completed both domestic and internationally.

## CORE COMPETENCIES

- Production Operations & Workflow Management
- Budget Tracking, Cost Control & Reconciliation
- Cross-Functional Team Leadership
- Client & Stakeholder Communication
- Vendor & Partner Coordination
- Process Improvement & Documentation
- Timeline & Project Management
- Data Tracking & Reporting (Excel, Sheets)

## PROFESSIONAL EXPERIENCE

### LINE PRODUCER & UPM | Networks & Streaming Platforms for Film, TV & Esports Since 2012

*Int'l: Bahamas, Hong Kong, India, Italy, London (UK), Madagascar, Mexico, South Africa & Toronto (Canada)*

*Domestic: AZ, CA, CO, D.C., FL, GA, LA, MI, MN, NC, NJ, NV, NY, OH, OK, OR, TN, TX & WI (19 states)*

- Managed end-to-end production workflows across multiple projects, ensuring on-time, on-budget delivery across vendors, teams, and deliverables.
- Oversaw and tracked production budgets up to \$3M, including cost control, invoice reconciliation, and financial reporting to support forecasting and operational decision-making.
- Led cross-functional teams of 10-150+ staff, aligning creative, production, and operational priorities across departments.
- Acted as primary liaison between networks, production companies, vendors, and internal teams to maintain clear communication and project alignment.
- Built and maintained centralized tracking systems for budgets, schedules, and deliverables. Improving visibility and reducing discrepancies.
- Identified workflow gaps and implemented process improvements using Excel and shared tools to streamline operations, reduce inefficiencies, and improve team execution.
- Managed logistics including travel, equipment, and shipping, and scheduling across domestic and international productions.

### CO-DEVELOPMENT CHAIR | Women in Film and Media Colorado

**2025 – 2027 Term**

- Lead development initiatives supporting nonprofit programming and events.
- Manage and source fiscal partnerships and sponsorships, including budget coordination and logistics.
- Align stakeholders on timelines, budgets, and execution.

## TOOLS & TECH

Microsoft Office (Word, Excel, PowerPoint) • Google Workspace • Budgeting & Tracking Tools • CRM / Database Platforms • Adobe Illustrator • Canva • Wix • AI Tech (ChatGPT, Claude.AI, Midjourney) • Discord • Slack • Monday.com • Contact & File Management Systems (Google Drive, Dropbox)

## EDUCATION

**Bachelor of Arts Degree** in Filmmaking – Brooks Institute of Photography, Ventura, CA

## SELECTED PRODUCTIONS

- **GSN** - *Tic Tac Dough* - Village Roadshow Television
- **NBC** - *The Voice* - MGM - *network oversight exposure via MGM*
- **Quibi** – *The Shape of Pasta* - Ugly Brothers Studios - *International experience*
- **Animal Planet** - *Little Giants* - MAK Pictures - *International experience*
- **Disney+** - *The Disney Files* - theoldschool
- **CBS** - *Love Island, S.2* (Covid/Post) - ITV America
- **VH1** - *RuPaul's Drag Race, S.14* (finale/reunion) - World of Wonder
- **CBS** - *TKO, S.1* - MGM / FinnMax
- **Apple TV+** - *Planet of the Apps, S.1* - Greetings Media
- **Audience Network** – iHeart Summer '17 Weekend by AT&T - MGM
- **ABC** - *BattleBots, S.2* - Greetings Media - *International*
- **EPIX** - *Unprotected Sets, S.1* - MGM / CJ Worldwide
- **LIFETIME** – *My Partner Knows Best, S.1* – Prospect Productions
- **FOX** – *Hell's Kitchen, S. 15 & 16* – A. Smith & Co. Productions
- **Discovery** – *Airplane Repo, S.1* – Undertow Films
- **NatGeo Channel** - *Are You Tougher Than A Boy Scout* - Original Productions
- *Documentary - Unbanned: The Legend of AJ1* - Nike / Jordan Brand / Los York - *International*
- *Indie Feature - Welcome to the Fishbowl* - By And Large Medialabs / TBD Distro - *International*
- *Indie Feature - Just Jake* - True Brand Ent. / UPTv
- *Esports* – Simon Cup – Allied Esports / Simon Property Group – 3 events, \$1M prize pool
- *Esports* – QuakeCon / IEM: Oakland – ESL – various coms over 6mo. contract - *International*