

Education

Rensselaer Polytechnic Institute, Troy, NY
Masters of Business Administration, GPA: 3.55
Concentration: Business Strategy, New Media

Expected May 2011

New York University, Tisch School of The Arts, New York, NY
Bachelor of Fine Arts with Honors, GPA: 3.6
Major - Film and Television

May 2007

Professional Experience

Manning Homes Newport Beach, CA
Marketing and Merchandising Director

Summer 2010

- Managed 2 graphic designers on the production of 12 page promotional brochure for the opening of 6 new homes.
- Supervised a contracted web designer in a major redevelopment of the company web-site.
- *Commissioned* 2 different architecture firms to create renderings of new homes for advertising materials.

“Did You hear About The Morgan’s?” (Columbia Pictures) New York, NY
Locations Production Assistant

Spring 2009

- Scouted multiple locations daily in pre-production with the director, producers, production designers and members of locations department to find potential set locations for the film.
- Responsible for arranging transportation for various cast members to attend meetings, script readings, and set locations.

“Two Lovers” (2929 Productions), New York, NY
Production Office Assistant

Fall 2007

- Provided scheduling, telephone, and administrative support for production office, and Unit Production Manager.
- Completed and distributed daily production documents, including call sheets, script revisions, camera reports, script supervisor notes, and production reports.
- Worked as intermediary between post-production house Technicolor NYC and production office to facilitate production and distribution of 'dailies'.

“The Sisterhood of The Traveling Pants 2” (Alcon Entertainment), Stamford, CT
Production Office Assistant

Summer 2007

- Responsible for Unit Production Manager's and Line producer's schedules, telephones, and other administration.
- Assisted Line Producer in reviewing final production budget by organizing and processing purchase orders.
- Orchestrated the duplication and distribution of 'dailies' to production staff in office and on set.

“The View” ABC, New York, NY
Intern

Spring 2007

- Worked with Audience Coordinator to create general ticket holder entrance line and facilitate smooth entry of VIPs.
- Responsible for scheduling, telephone and general administrative support for Head of Eastcoast Daytime Production for ABC.
- Shadowed producer's, editors, hosts, and writers to learn day to day responsibilities.
- Assisted producers with completion of daily segments by researching news stories, briefing hosts, and preparing studio set-ups.

Skills

- Proficient in all common office programs (Word, Excel, Power Point) both Windows and Mac.
- Photographer and cinematographer, both digital and film.
- Capable with Photoshop, Illustrator, Final Cut Pro, DVD Studio Pro, AfterEffects, MAYA 3-D, and Panasonic P2.
- Experience in handling heavy phones, scheduling and travel.

Extra Curricular

- Lally Media Consulting Group – Created promotional materials including recruitment videos and mailers, for The Lally School of Management & Technology at RPI.