



**Core Skills**

**Profile**

Communications Experienced project management professional. Perceptive, quick-thinking, adaptive and effective in fast paced environments with the ability to remain calm under pressure.  
Excellant at prioritizing, multitasking and organizing.

Accounting

**Film Columbus**

**Production Coordinator**

***April 2012 to Present***

- \* Assist producers and directors with finding and procuring locations
  - \* Assist in locating/procuring production needs: furniture, props, supplies, vehicles, etc.
  - \* Post casting and crew calls on blog and in newsletter
  - \* Collect and disperse resumés
  - \* Assist film crews with fulfilling production needs
  - \* Database management
  - \* Administering budget accounts
  - \* Processing receipts and expense reports
  - \* Completing and filing production reports
  - \* Supporting Executive Directors/UPMs
  - \* Scheduling travel arrangements
  - \* Planning and hosting film events
  - \* Hosting producers, directors, actors
  - \* Speaking at events on Film Columbus
- Site Management \* Operating trade show booth and supplying information on filming in Columbus/Ohio  
\* Networking with community leaders to support film activities in Columbus/Ohio

**Locations & Crew, Owner**

**Locations Scouting, Production Coordination, Accounting, Casting**

***November 1997 to Present***

- \* Property/Locations Scouting
- \* Building & zoning details
- \* Event Coordination
- \* BG Casting
- \* Public relations specialist
- \* Accounting
- \* Timely project completion management
- \* Contract Negotiation
- \* Production Coordination
- \* Builder, crew coordination
- \* Crew acquisitions
- \* Parking/roadway access

**Production Experience Sampling** (various commercial, indie & reality exp. not listed)

***Project:***

Organization ***Draft Day*** Acctng. Clerk Feature Film  
*Lionsgate* UPM/Exec.Producer: Michael Beugg  
Director: Ivan Reitman  
Production Coordinator: Gary Trentham  
Head Accountant: Wendy Price

Discreet ***Foxcatcher*** BG Casting Feature Film  
*Annapurna Pictures* UPM/Exec.Prod.: Ron Schmidt  
Director: Bennett Miller  
Production Coordinator: Georgie Marquis

PLS ***The Frontier Boys*** 2<sup>nd</sup>2<sup>nd</sup> AD Indie Feature  
*The Frontier Boys, LLP* UPM: Brandon T. David  
Director: John Grooters

***The Next Three Days***      BG Casting

Feature Film

*PGH Prod./ LionsGate Films & Highway 61*

UPM: Anthony Katagas

Director: Paul Haggis

Extras Casting: Nancy Mosser Casting

Knowledge//Skills:

- \* Base camp supervision
- \* Payroll forms
- \* Continuity verification
- \* Scheduling/Supervision of production assistants
- \* Travel & hotel coordination, cast (per DOD)
- \* Accounting Procedures
- \* Extras cast selection, scheduling, coordination
- \* Expediting cast through hair, makeup, wardrobe
- \* Scene blocking (main actors & background)
- \* Cast, personal assistant
- \* Daily paperwork
- \* Catering Assistant
- \* Crafty

**Most Recent Non-Film Production Experience**

***Nestlé Ice Cream Company, Inc. (10/1992-12/1997)***

***Executive Manager, Operations Department***

Hired in as *executive assistant* to director of operations then, due to his departure, promoted to *administrative manager* over operations department. In response to my excellent performance, I was then promoted to *executive manager of operations*.

Responsibilities included:

- \* Managed schedules for production of machinery & shipments to customers
- \* Payroll & budget planning, administration      \* Site management      \* Issue resolution
- \* Executive point person for customer relations management with vendors & clients
- \* Inventory control and requisition of departmental & manufacturing supplies
- \* Coordinated worldwide distribution of supplies to customers & personnel
- \* Managed travel arrangements, training, security details & schedules for personnel
- \* Corporate production & engineering file storage maintenance
- \* Designed & wrote copy for printed and multimedia materials for corporate functions
- \* *New products design committee*: researched and proposed new products
- \* *Human resource council*: authored flex-time casual dress code policy for personnel
- \* *Charity committee board member*: support of women/children's shelter
- \* *OSHA compliance team leader*

**Education**

Ohio State University  
Columbus, Ohio

Columbus State Community College  
Columbus, Ohio