

EXPERIENCE 1996 - Present

**Chameleon Filmworks, "Hallows Point", Clearwater, Florida
Associate Producer/ First Assistant Director**

- Conducted meetings with staff to discuss production progress and to ensure production objectives were attained.
- Reviewed film, recordings, and rehearsals to ensure conformance to production.
- Assisted in the audition and selection of cast and technical staff.
- Overseeing the day-to-day management of the cast and crew scheduling, equipment, scripts and call sheets
- Closely coordinated with all departments to ensure a smooth and safe operation.

**Craig Murray Post Productions, Burbank, California
Production Assistant / Machine Room Tech**

- Voice over recording.
- Black & Coding.
- Dubbing and Duplication (Beta Sp, DV cam, ¾ and VHS)
- Knowledge of patch bays ,wave form monitors, some Avid
- Compiling submasters and Beta SPs to DVD.
- Daily maintenance of machine room.

* **Projects:** Pirates of the Caribbean, Finding Nemo, Brother Bear, Freaky Friday, Cars, Haunted Mansion, The Incredibles, Ladder 49, Princess Diaries, Lemony Snicket's, Lizzie McGuire Movie, Mr. 3000, Bringing Down the House, The Cat in Hat

**Various Film and TV Productions, Los Angeles, California
Freelance Office and Set Production Assistant**

- Participated in production meetings
- Assisting directors and producers in all stages of production process
- Planned and coordinated all transportation, travel and accommodations for crew, talent and guests
- Distributed rehearsal call sheets, copies of the script, arranged for rehearsal quarters, contacts cast members, and obtained releases

* **Projects:** DIY Crafts, Andy Dick Show, Disney's Inside Out, Rangers, The Heist, It's a Miracle, Battlebots, Jimmy Zip, Melinda's World of Magic, Nash Entertainment

**Various Film and TV Productions, Los Angeles, California
Freelance Estimator**

- Administered various accounting functions, (payroll, billing, accounts receivable, ordering supplies, and purchase orders, organizing paperwork, petty cash, scheduling work)
- Prepared estimates used for management purposes

• **Projects:** Halloween H20, Roswell (pilot), The 60's, MTV Web Riot

**US Navy, Norfolk, Virginia
Boatswain Mate**

- Helm and lee helm certified
- Repaired crew liberty boats (fiber glassing, beading repair, painting).
- Damage control (firefighting, security watches, search and rescue)

* **Awards:** Navy Achievement Medal, National Defense Medal, Mandatory Unit Citation Medal

SKILLS

- MS Office, MS Outlook, MS Word, MS Excel, Windows 7, MAC and PC knowledge
- Painting, Carpentry, Cooking, Model building

People Skills, Leadership and Teamwork, Communication Skills, Problem Solving, Resolution, Multitasking