

EXPERIENCE

Hallows Point, Clearwater, Florida

Associate Producer

- o Conducted meetings with staff to discuss production progress and to ensure production objectives were attained.
- o Reviewed film, recordings, and rehearsals to ensure conformance to production.
- o Assisted in the audition and selection of cast and technical staff.

First Assistant Director

- o Assisted with the rehearsal of cast to develop performance based on script interpretations.
- o Overseeing the day-to-day management of the cast and crew scheduling, equipment, and scripts.
- o Closely coordinated with all departments to ensure a smooth and safe operation.

Craig Murray Post Productions, Burbank, California

Production Assistant / Machine Room Tech

- o Voice over recording.
- o Black & Coding.
- o Dubbing (Beta Sp, DV cam, VHS)
- o Knowledge of patch bays and wave form monitors
- o Compiling submasters and Beta SPs to DVD.
- o 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 Snickets, Lizzie McGuire Movie, Mr. 3000, Bringing Down the House, The Cat in Hat

Various Productions Film and TV Productions, Los Angeles, California

Office / Set Production Assistant

- o Distributed rehearsal call sheets and copied of script, arranged for rehearsal quarters, contacts cast members.
- o Assisting directors and producers in all stages of production process.
- o 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, Air Attack, The Heist, Web Riot, It's a Miracle, Battlebots, Jimmy Zip

Melinda's World of Magic, Nash Entertainment

Various Productions Film and TV Productions, Los Angeles, California

Assistant Prop Master and Set Dresser

- Making props and sets from rough sketches or detailed designs.
- Worked with a variety of materials such as metal, latex, fiberglass, wood and fabric.
- Distressing an object to make it look old.
- Assembles parts into props and miniatures, use of hand tools.

* **Projects:** Without Charlie, C3D, Hallows Point, Fear Factor, YOU! , The Same Prince, Barbie, BF Goodrich, Honda

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

- o MS Office, MS Outlook, MS Word, MS Excel, Windows 7, MAC and PC knowledge

o Painting, Carpentry, Cooking, Model building

People Skills, Teamwork, Communication Skills, Problem Solving, Resolution, Multi – tasking