

# Fyza Griggs

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310-910-5330

## EMPLOYMENT

### **Production Manager & Coordinator (Freelance), Los Angeles, CA**

April 2010 – Present

- Negotiate and book crew for commercial shoot
- Track and maintain AICP budget
- Research and schedule equipment rentals for multiple locations
- Manage cast, crew and equipment on set for maximum efficiency

### **Escrow Assistant, Executive Escrow Company, San Clemente, CA**

April 2005 – June 2009

- Packaged paperwork for new escrows
- Generated grant deeds, amendments and escrow instructions
- Reviewed and fulfilled funding conditions from lender
- Acquired State of California Notary Public commission
- Liaised with wide array of clients to request and review legal documents

### **Production Coordinator (Freelance), Los Angeles, CA**

November 1997 – November 2004

- Coordinated travel for crew to various international and domestic locations
- Liaised between department heads and producer/production
- Verified and implemented insurance requirements and handled claims as necessary
- Hired and managed up to ten production assistants per project
- Scheduled equipment pick-ups and returns
- Arranged all catering and presentations for pre-production meetings
- Negotiated costs with vendors to stay within budget
- Tracked and reconciled petty cash allocated to project

### **Commercial Division Researcher, Propaganda Films, Hollywood, CA**

October 1996 – October 1997

- Presented time requirements, costs, and availability during bidding process
- Organized preferred crew lists from directors and notified appropriate people of upcoming projects
- Reviewed upcoming Director of Photography and stylist reels
- Maintained database of location files

### **Senior Accounts Payable Wrap Supervisor, Propaganda Films, Hollywood, CA**

September 1993 – September 1996

- Implemented payments and credits related to commercial and music videos
- Developed and maintained improved accounting system
- Reconciled monetary inconsistencies with production manager and producer
- Completed daily Accounts Payable data entry

## WORK RELATED EXPERIENCE

- 1999: Produced low budget music video: Freda Simone "All I Want"
- 2001: Prod. Accountant for BMW Film Series: The Hire (Star, The Follow and Chosen)
- 2004: UPM for Showtime's Black Filmmaker Showcase: "Gift For The Living"

# Partial List of Credits

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Premiere Event (Dodge)	Erin Wile/Tamika Miller	Anonymous Content
Petco	Mario Malave/Jackie Doslak	Arf & Co
Lifetime/Seriously Funny Kids	Joanna Shaw/Tamika Miller	Stun Creative/MMB2
Lifetime/CiCi's Pizza	Joanna Shaw/Tamika Miller	Stun Creative/MMB2
OWN/Kohl's	Joanna Shaw/Tamika Miller	Stun Creative/MMB2
T-Mobile	Leda Nasio	Flip Films
ABC Promo	Joanna Shaw/Tamika Miller	Stun Creative/MMB2
Red Stripe	John Bick/Tamika Miller	Paydirt Pictures
Fox Sports	Marsha Hunt / Lissa Weiss	Marsha Hunt Productions
BIG!	Jeff Kuntz / Melina Aducci	Discovery Channel
Top Flite	Yasmeen Hoosenally / Tamika Miller	Believe Media
Ping Golf	John Bick / Tamika Miller	Anonymous Content
Sirius Radio	Jessica Wise / Tamika Miller	Original Film
McDonald's	Diane Saunders / Tamika Miller	Headquarters
Microsoft	Sabrina Palladino / Johnnie Walker	The Artist Company
Maybelline	Jessica Wise / Tamika Miller	Believe Media
Bacardi	Greg Cundiff / Tamika Miller	Smuggler
Red Lobster	Sabrina Palladino / Johnnie Walker	The Artist Company
Godsmack	Arthur Gorson / Christoffer Salzgeber	The Mine
Canon	Marc Benardout / Tamika Miller	Headquarters
Jiffy Lube	Mark Walejko / Michelle Holt	RSA USA, Inc.
Farmers Insurance	Jeff Tanner / Heather Sederquist	Propaganda Films
Lionel Richie	Rhonda Vernet / Heather Sederquist	Extension Films
BMW Film Series	Aris McGarry / Betsy Kelley	Anonymous Content
Lexus	Stephanie Bruni / Heather Sederquist	Satellite Films
Honda	Bill Tannebring / Natasha Alexsa	Jackson-Dawson
Sega	Salli Shrewsbury / Paula Holmberg	Propaganda Films
FIFA	Greg Cundiff / Tamika Miller	Propaganda Films
Sprite	Heather Sederquist / Paula Holmberg	Satellite Films
Nike	Jeff Tanner / Paula Holmberg	Propaganda Films
Fosters	Phil Rose / Paula Holmberg	Propaganda Films
Bayer Aspirin	J.P. Greaney / Lindsey Lee	Giraldi Suarez Prods.
Puma	Betsy Blakemore / Paige Macdonald	CXA
Will Smith	Jack Hardwicke / Betsy Kelley	ILM
Taco Bell	Salli Shrewsbury / Paula Holmberg	Propaganda Films
Audi	Leora Glass / Salli Shrewsbury	Bruce Dowad Assoc.
Lucky Strikes	Merdyth Frattolillo / Rossi Canon	Unscented
Wings: Thrill 0' Flight	Doug Yellin / Toni-Ann Parker	Iwerks Entertainment
Bud Light	Phil Rose / Paula Holmberg	HKM Productions
Mattel-Barbie	J.P. Greaney / Yvonne Cruz	Giraldi Suarez Prods.
Bayer Aspirin	J.P. Greaney / Lindsey Lee	Giraldi Suarez Prods.
John Lennon	Arthur Gorson / Christoffer Salzgeber	Black Dog Films
Bare Naked Ladies	Myke Zykoff / Michae Orfanos	Oil Factory
Bette Midler	Patricia Friedman / Michae Orfanos	DNA
Mister Jones	Joel Newman / Rossi Canon	A Band Apart
Monifah	MaryAnn Tanedo / Christoffer Salzgeber	Squeak Pictures
Jennifer Brown	Charolotte Inman / Melanie Woldt	UGround
Levis	Jessica Cooper / Yvonne Cruz	Propaganda Films
RC Cola	Paul Ure / Yvonne Cruz	Propaganda Films
Nike	Leslie Evers / Yvonne Cruz	Propaganda Films
Ragtime / Whoopi Goldberg	Dennis McCullough / Robin Solo	IPS