

Donna Callaway

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EDUCATION

- *University of Florida*, Gainesville, FL May 2009
- Bachelor of Science in Psychology, College of Liberal Arts and Sciences
- *LinkedIn Learning*- Project Management Foundations: Requirements; Scrum: The Basics
 - *LA County Dept of Mental Health*- Moral Injury and Pathways to Recovery; Spiritual Care for Veterans
- Programs:* Google Suite, Microsoft Office, Slack, Jira, Asana, Zoom, Microsoft Teams, iMovie

Product Manager

June 2020- July 2020, Remote, Freelance

Sabio Military Women in Tech initiative website

-Ideated, managed, UI/UX design direction, and sourced content for the production of the website, working directly with the developer and the client

Product Specialist/Presenter

August 2011-present, National and International, Freelance/Contract

Events, Trade Shows, and On Camera- Automotive and Heavy Equipment

- US Army presenter- virtual event host and emcee, Project Pathfinder: October 2020
- Nissan Product Specialist, national marketing events and ride and drives: 2018-2019
- Subaru Presenter and Product Specialist, auto shows and events: 2013-2016, 2019
- AGCO: World AG Expo 2017, 2018, 2019/ Farm Progress Show 2017
- Chevrolet Presenter, Lead Product Specialist auto shows and events: 2012-2013
- Cadillac Product Specialist, multiple national programs, events and ride and drives: 2012-2015
- Buick Product Specialist, special events and ride and drives: 2014
- Chevrolet Product Specialist, auto shows and events: 2011

-Ability to quickly learn and effectively communicate detailed knowledge and facts to crowds or in one on one conversations

-Extensive experience in the automotive industry

*this is also tied to events, trade shows, and experiential marketing

Experiential Marketing and Events Specialist, Manager

August 2008-Present, National and International, Freelance/Contract

Event and Experiential Marketing, Trade Shows/ Event Managing

Detailed resume available upon request; many jobs representing a variety of companies all over the United States and central America. Tasks vary but have included:

- coordinate, place, and manage staff and evaluating needs of the display or event
- set break schedules and rotations
- speak on behalf of companies to large audiences as well as one on one consumer conversations
- set up, tear down, and monitor display elements, including pop up tents, electronics, backdrops, etc
- detail and make sure vehicles are presentation ready

Production Coordinator, Producer, Outreach Specialist, Project Manager, On Camera Talent, Casting Director

October 2015- April 2018, Los Angeles, CA

We Are The Mighty

- As *Production Coordinator*, my position includes the following and more:
 - pre production and overseeing production of all in house social based video productions
 - production paperwork for all company video projects, including on boarding new talent and crew as well wrapping up and invoicing
 - liaison between sales team, production team, project lead, and post production team
 - managed the production and delivery schedule and elements from start to finish, including post production and delivery to client
 - kept track of payments to vendors, crew, and talent
 - scheduled travel and accommodations for out of house productions
 - helped producer with putting together and managing budgets

-very heavy use of Google Drive, Microsoft Office, Slack, Asana and Jira

- As *Casting Director*, I recommend and brought in talent for social videos and some client projects, as well as cast 3 large client projects.

- As *Associate Producer*, some duties included:

- found locations locally and in foreign countries we were filming in for our show *Meals Ready to Eat*, as well as specific types of locations in the US

- found talent internationally, mostly in Japan, and very specific talent within the US

- coordinated with locations to secure or get them in touch with the producer

- As *On Camera Talent*, I was a recurring host on *Today in Military History* and *Mighty Minute*. I have also appeared on other WATM programs that include hosting, acting, voiceover, and being interviewed.

- As *Project Manager and Producer*, some duties included:

- oversaw projects, including *Mission: Music*, *Thank You For Your Service Red Carpet and Panel* (produced), *Veterans at Sundance* (produced and shot b-roll), unreleased client voiceover project (produced), and others

- heavily involved in casting and finding talent for *Mission: Music* and putting together presentations for the client and agency

- helped edit scripts

- As *Outreach Specialist*:

- led outreach to the community and organizations for projects and events

- helped fill events for clients

- Also has:

- helped plan and an integral part in development of events and productions

- been team point of contact, helped plan, coordinate volunteers and details with multiple organizations, and lead at event *InVETational* 2 years in a row

- written articles and company newsletters

- been instrumental in PR- writing press releases, communications, and other assignments

- helped development department with script coverage

TV/ Commercial Production, Casting Director, 2nd Assistant Director

August 2009-Present, Los Angeles, CA, Freelance/Contract

Film, Television, and Commercial Casting and Production

- *The Four Chaplains*- Director, Producer

- *Operation Jericho*- Casting Director

- *15 Things*- Casting Director

- *The Hideout*-Casting Director

- *Untold Pigeon Story*- Casting Director

- *Runner Runner*- Casting Director

- *BeachBody 22 Minute Hard Corps* video- Casting Assistant

- *Cazt Studios*- Casting Intern/ Assistant (June 2015-March 2016)

- *Cyrus*--PA/ Line Producer

- *Further Seems Forever*- *So Cold*- music video- 2nd AD

- *Matt's Obsession*-short film-Casting Director/ Unit

Production Manager

- *Woolite* - commercial-Assistant Casting Director

- Production Assistant on many commercials and tv shows: client/agency PA, office PA, on set

United States Marine Corps Non Commissioned Officer/Fire Team Leader

April 2005 – February 2011, Military

- Military Occupational Specialty in logistics- Traffic Management, dealing with all aspects of personnel and gear movement

- Short active duty operational support periods working in administration

- Administrative tasks

- Managing/mentoring junior Marines and evaluating pros/cons marks for their performance

-Marine Corps weapons, gear, and tradition knowledge
-Typical jobs performed during full time recruiting and admin ADOS: security background checks, data input, copy, fax, organize, professional calls, interviews, interpersonal communication with over one hundred potential Marine Corps officers

Actor and On Camera Host, Acting Coach

July 2013- Present, Freelance/Contract

Represented across the United States

Detailed resume upon request

- Includes experience as recurring host, motion capture, virtual reality, voiceover, and stage combat/stunts
- Premiere Ambassador/ Acting Coach 2011-2013, 2016-2018

Dancer and Promotion/Fan Representative

January 2011 – February 2011, San Bernardino, CA

Inland Empire 66ers

-danced at special events and games

-represented the team at events

*short term due to family need that required moving out of state

Administrative Assistant, Finance

August 2009 – August 2010, Long Beach, CA

The Schulten Group of Wells Fargo Advisors

-Worked with a high end money management team of eight, handling over \$500 million in client assets

-Responsibilities include directing client inquiries, solving issues and problems, answering phones, greeting clients, preparing portfolio reviews, organizing client documentation, assisting with client events, and participating in all team meetings

-Helped move the team from Citibank to Wells Fargo and was instrumental in setting the client data management system

Event Manager/ Brand Ambassador

August 2008 – May 2009, Gainesville, FL

US Concepts, Diageo Clients

-Responsible for organizing and planning events, delegating responsibilities, and assuring quality standards

-Facilitated and finalized events and payments with managers and staff at the accounts

-Built relations with customers while encouraging participation in product events

-Worked directly with regional management to exceed all divisional sales

Group Leader/ Manager

May 2006- August 2006, May 2007-July 2007, Northeast and South Region, FL

Gulf Group Holdings

-Oversaw all employees of the firm

-Ensured the proper sales and bids were being placed on the company's desired tax deeds

-Contacted the main office and auctioneers for the entirety of all sales

-Educated employees about tax sales and how to be successful during the auction

Volunteer NonProfit Work

- American Legion, Hollywood Post 43- Chaplain (June 2017- present)
- American Legion, District 24- Chaplain (June 2018-present)
- West LA Lacrosse- Girls Lacrosse Referee Coordinator (January 2020-February 2020, season)
- Fearless LA- Certified Leader, Ushers Lead, and Worship Team Leader (vocals), July 2016-July 2017
- MovieGuide Awards- 2017, 2018, 2019, 2020
- Regular Hero, Director of Outreach and Communication/ Video Production, July 2016-January 2017
- Veterans in Media and Entertainment, Membership Board, March 2015- November 2015
- Pinups for Vets- Volunteering at events, hospital visits, and featured in 2016, 2017, 2018 calendar

Other • *VetsHack Hackathon: Third Place*, Sept 2016, Sabio, VetsHack- for GRIT, an app to help military transition. I was instrumental in creative development and ideation. • *Retail at Hollister Co.* • *Experienced dancer in many forms of studio dance* • *thorough understanding and experience with sports, especially lacrosse.*