

LACHANDA FLORENCE

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Riverdale, GA 30296

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QUALIFICATIONS SUMMARY:

- **Film and Theater Production:** Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordination all the elements needed for filming and stage management. Also responsible for the daily operation of the shooting set and the theater stage.
 - **Event Management:** 10 years of hospitality experience, focused on various aspects of event planning, operation and execution. Received numerous customer accolades and Gold Key awards due to exceptional customer focus and performance. Been instrumental in maximizing communication between meeting / event contact and hotel staff.
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EDUCATION:

Art Institute of Atlanta, Dunwoody, Georgia, 9/09 - 12/09

Major: Digital Film Making

Clark Atlanta University, Atlanta, Georgia, 8/95-5/97

Major: Mass Media Arts - Radio, T.V., and Film

Additional Training: Atlanta Olympic Broadcasting

Antelope Valley College, Lancaster, California, 8/92-9/95

Major: Electronics

Degree: Associate of Science

SELECTED PROJECTS

Assistant Director / Producer

- "Jordan's River" - TV Pilot
- "Losing Ground" - Award Winning Feature Film

Stage Manager

- "The Gospel Truth" - Stage Play

Production Manager / Producer

- B.I.G. Theater Company - Various Stage Productions

Production Coordinator

- World Changers Church Int'l - Special Projects Media Team
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BODIES OF WORK:

- **Jordan's River- TV Pilot- Teaser Trailer** http://youtu.be/p8tI_T2EAP4
- **Feature Film Trailer: Losing Ground** <http://youtu.be/flbV2ilmueQ>

WORK EXPERIENCE:

May 2008 - Present

Red Coat Concierge:

Atlanta Marriott Marquis Hotel (Atlanta, GA)

Supervise the operation of various conferences, events and film projects to include: "*Flight*" (Directed by Robert Zemeckis), *BronzeLens Film Festival*, *Forever Young Major's Ball*, etc.

August 2005 - May 2008

Event Management Coordinator:

Atlanta Marriott Marquis Hotel (Atlanta, GA)

Responsible for finalizing details for future conferences and events. Ensuring proper communication between Event Planners and hotel staff

July 2002 - August 2005

Event Services Administrative Assistant:

Atlanta Marriott Marquis Hotel (Atlanta, GA)

Responsible for function pre-planning for Banquet and Event Services departments. Ensured proper department billing procedures, generated payroll, and performed general office administrative duties

August 2001 - June 2002

Event Technology Administrative Assistant:

Atlanta Marriott Marquis (Atlanta, GA)

Responsible for the distribution of information, oversee the delivery of equipment, ensure proper department billing procedures