

# Melanie E. Gonzalez

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818-605-2731 • [gonzaleztc@gmail.com](mailto:gonzaleztc@gmail.com)

## Objective

-Obtain the Project Coordinator position with KERA to utilize my coordinating skills to continue creating exceptional work in an outstanding environment

## Key Skills

Positive Attitude, Logistics, Managing an Office, Multi-tasking, Working with Deadlines, Budgeting, Scheduling, Booking Crews/Equipment/Supplies, Arranging Travel (hotels/flights/car service), Preparing Press Kits, Creating & Maintaining Contacts, Organized, Vendor Negotiations (Conversational Spanish & Limited American Sign Language)

## Education

1999-2001 University of North Texas Denton, TX

**-Bachelor of Arts- Radio, TV, Film**

## Television Experience (Reality)

### Production Manager

June 2011 to July 2011- "Trinity Police" Sizzle Reel  
Endomol USA

Producer: Robin Radzinski

### Production Manager

June 2011 to July 2011- "Big Rich Texas"  
Alison Grodner Productions/ Style Network

Executive Producer: Spike Van Briesen

Producer: Ben DeNoble/ LP: Shelia Collins

- Project planning, workflow management, vendor negotiation, cost control, quality control, logistical coordination

### Field Production Coordinator

April 2011 to June 2011- "Big Rich Texas"  
Alison Grodner Productions/ Style Network

Executive Producer: Spike Van Briesen

Producer: Ben DeNoble/ LP: Shelia Collins

-Manage logistics on set, troubleshooting, overseeing and training assistants, keep crew on schedule and handle funds

### Production Manager

Nov. 2009 – Dec. 2009 – "Housecat Housecall"  
Black & White TV/ Animal Planet

### Production Coordinator

December 2007 - "Transamerican Love Story"  
World of Wonder Productions/ LOGO Network

Executive Producer: Fenton Bailey

Producer: River O'Mahoney Hagg

- Tracking and scheduling projects, filing summary reports, archiving, communicating with vendors, and managing invoices

### Talent/ Travel Coordinator (Field)

October/ November 2007 - "Viva Hollywood"  
World of Wonder Productions/ VH1

Executive Producer: Fenton Bailey

Producer: Rosemarie Pompano Inati

### Field Production Coordinator

"Keeping up with the Kardashians" (Season 1)  
Bunim-Murray Productions/ Ryan Seacrest Productions/ E! Entertainment

Executive Producer: Ryan Seacrest, Jonathon Murray

### Field Production Coordinator

"House Rules"

Executive Producer: Dean Miner, Doug Ross

Evolution Productions/ TBS Network

Producer: Howard Bauer

### Television Experience (Scripted)

#### Production Secretary/ Travel Coordinator

June 2010 to October 2010- "Lone Star" (Season 1)  
20<sup>th</sup> Century FOX Television

Executive Producer: Kyle Killen, Chris Keyser

Producer: J.B. Moranville/ UPM: Ellen Blum

#### Production Secretary/ Travel Coordinator

Feb. 2010 to April 2010- "Midland" (Pilot)  
20<sup>th</sup> Century FOX Television

Executive Producer: Kyle Killen, Chris Keyser

Producer: J.B. Moranville/ UPM: Ellen Blum

#### Office Production Coordinator

March 2008 to August 2008- "The Middleman" (Season 1)

Executive Producer: Javier Grillo-Marxuach, John Ziffren

Prodco, Inc./ ABC Family

Producer: Jon Pare

### Film Experience

#### Production Coordinator

April 2010 to June 2010- "Doonby"  
The Nobody Film Company

John Schneider, Ernie Hudson, Robert Davi

Producer: Mike Mackenzie

#### Production Coordinator

2006- "Ring Around the Rosie"

Tom Sizemore, Gina Philips

Producer: Lawrence Silverstein, Alex Barder

#### Production Coordinator

2005- "Adam and Eve"  
Adam & Eve, LLC

Cameron Douglas, Emmanuelle Chriqui

Producer: Jeff Kanew

### Non-Profit Experience

#### Development Coordinator- PR/ Fundraising

December 2006 to July 2007

Valley Village

- Assist in organizing annual fundraising event with celebrity and political guests & performers
- Responsible for speaking engagements and public relations to garner volunteers and contributions
- Maintain contact list of past and current individual and corporate donors

#### Outreach Coordinator – PR/Fundraising

October 2005 to December 2006

InSight Cinema

- Organize and oversee Annual Campaign and Fundraising Events
- Responsible for but not limited to overseeing office , managing schedule, sending emails to donors

**\*References Available Upon Request**