

SHARON LOPEZ

5412 Sepulveda Boulevard #31
Sherman Oaks, CA 91411

Phone: 646.257.0210
Email: gclef913@gmail.com

Production Coordinator

Sharp, dedicated professional with long-standing and diverse experience in multiple industries and in various capacities. Deadline-driven with outstanding organizational and multi-tasking skills. Fast learner with strong ability to work independently or with a team. Adept at managing and tracking financial statements and records. Thorough understanding of organizational operations and proven ability to streamline and improve processes. Expert negotiator who is effective at dispute resolution and mediation. Highly skilled in client networking, successfully cultivating and building long-term relationships. Fluent in Spanish; written basic French.

Areas of Expertise

- Operations Management
 - Client Relationships
 - Account Reconciliation
 - Dispute Resolution/Mediation
 - Team Building & Development
 - Process Improvement
 - Travel Arrangements
 - Contract Negotiations
 - Communications
-

Professional Experience

- Responsible for on-site travel management for domestic and international publicity, press junkets, film festivals, and film premieres. (Recent: World War Z, Star Trek ID, Anchorman, Nebraska, Noah, Wolf of Wall Street).
 - Managed bookings for video shoots, radio promotions and marketing; contest winners, press junkets/releases, tours, studio recordings, award shows, music festivals and artist television guest spots, including Grammy Awards, American Country Music Awards, Cannes Film Festival, and Coachella.
 - Handled travel and concierge services for celebrity clientele, including Paramount Pictures Studio; EMI Music/Capitol Records; Sir Paul McCartney; Rod Stewart; Keith Urban; Lady Antebellum; Katy Perry; Jeff Bridges; Juan Luis Guerra; Van Morrison; Rolling Stones; LIVE Nation; Bruce Springsteen; L'Wren Scott; Shangri-La Entertainment; Shangri-La Music; The Pretenders; Prince Rupert Loewenstein; Rob Burnett; Jonathan Demme; Bob Marley Family; and Hilary Clinton.
 - Monitored operations, including contract negotiations, accounts receivable/payable, & personnel administration.
 - Oversaw budgets for tours, press junkets, commercial/private air travel, ground transport, and charity events.
 - Managed 10 agents on multi-account desk, arranging domestic and international travel for major banking institutions and corporations, including individual business travel, road shows, and special events.
 - Assisted support services department with maintaining and monitoring online booking tool.
 - Served as travel production assistant for companies, including The Jim Henson Company, John Paul Mitchell Hair Systems, Directors Guild of America, and Animal Planet Network.
 - Reconciled agency's weekly ARC reports.
 - Coordinated law firm's depositions, briefs, and trials, both domestically and internationally.
 - Contributed travel-related articles to law firm's weekly newsletter.
-

Work History

ULTRAMAR TRAVEL MANAGEMENT, Remote, VIP Concierge, 2013-Present
BCD TRAVEL PARAMOUNT PICTURES, Hollywood, CA, VIP Publicity Travel Consultant, 2013
BCD TRAVEL EMI/CAPITOL RECORDS, Hollywood, CA, Lead Senior Travel Consultant, 2010-2013
PROTRAVEL INTERNATIONAL, INC., New York, NY, Operations Manager PK&A East/West Coast, 2008-2009
ALTOUR INTERNATIONAL, New York, NY, Corporate Reservations Assistant Manager, 2003-2008
CASSIS TRAVEL SERVICES, New York, NY, Assistant Manager, 2001-2003
MSW COLUMBIA TRAVEL GROUP, New York, NY, Branch Manager, 2000-2001
VTS/DIRECT TRAVEL, New York, NY, Branch Manager, 1995-2000

Education & Training

Master of Fine Arts, Film/TV Production, UCLA, Los Angeles, CA (Current)
Bachelor of Arts, Musical Theatre, New School University, New York, NY (1989)