

PROFESSIONAL EXPERIENCE

September 2013 - Present **Media Consultant, Wolf Connection, Acton, CA**

Media Consultant for non-profit Animal Sanctuary

- Coordination of fundraisers and community outreach
- Instituting Media Volunteer program with Universities for generating Social Media and Web-based promotional material
- Coordination of Grants and public relations outreach

June 2013 – Present **Transcriber, Keystrokes BSC**

Freelance Transcription, Proofreading and Timecoding for media productions, industrials, health care and reality programming.

February 2011 - May 2012: **Producer/Senior Project Manager, Sunset Studios Media Solutions, Los Angeles**

Collaborating with Principal/CEO in new phase of Audio-Visual Consulting and Installation/Systems Integration Firm

- Spearheaded initiation of VideoConferencing/Telecollaboration Venture
- Initiated design and created original content of new ground-up videoconferencing [website](#)
- Enhanced Web and Marketing Presence and consulted for online marketing/Social Media/[web presence](#)
- Created and Maintained Online Shopping Cart for Videoconferencing Channel Partner and Vendor products
- Executed new Vendor, Channel Partner and Reseller Agreements
- Research of new technologies and new-to-market equipment
- Initiating presence at National and International Trade Shows

Supervised all day-to -day operations of the Firm, including:

- Scheduling and QC of current jobsites
- Tracking and Vetting Incoming and Outgoing Correspondence, Shipping, RMAs, RFIs, online traffic and e-mail
- Instituted Tracking and Coverage of incoming Project Submissions/Pending Budgets and Production Schedules
- Instituted Cloud-based Office protocols including Google Platform (Mail, Drive, Adwords, etc.)
- Review and Tracking of pending Budgets and Production Schedules
- Supervising Travel Arrangements for Projects, Trade Shows and Festival Appearances
- Administrative Support; Collating of Receipts and Petty Cash/Invoicing and Purchase Orders
- Maintenance and Replenishing of Production Inventory
- Finding new residential and small business clients for audiovisual integration needs

March 2009 - Nov. 2010 **Assistant to the Producer/Associate Producer, Inspire Entertainment, New York/Los Angeles CA**

Assisting Film Producer [Daniel Sollinger](#) (*Rhyme & Reason, In My Sleep, Day Zero*) with day-to -day operations, including:

- Tracking and Vetting Incoming and Outgoing Correspondence, online traffic and e-mail
- Instituted Tracking and Coverage of incoming Script and Project Submissions
- Review and Tracking of pending Budgets and Production/Post Production Schedules
- Wrap and Forensic Accounting for completed projects, including for SAG and State Tax Rebate paperwork
- Supervising Travel Arrangements for location shoots and festival appearances
- Social Media tracking of projects; Administrative Support; Collating of Receipts and Petty Cash/Invoicing
- Maintenance and Replenishing of Production Kits

ROBERT LANE

415.787.0775

robertphiliplane@gmail.com

www.linkedin.com/in/robertphiliplane

March 2007 – September 2008 Product Content Manager, cooking.com, Los Angeles CA

- Initiation in Department of of Weekly Schedule of Workflow of Products going live on the e-commerce cookware site
- Initiation of Original Digital Photography through Vendors for New or Replacement Products going live on site
- Assumed responsibility for Graphics Processing of Site Imagery through Photoshop and Bridge
- Writing, Proofing and Editing of Online Material and Text
- Coordination with Vendors and Sales Department for updated Data and Imagery; inputting html code for data set live
- Generated and Maintained Reports and Data Processing of UPC codes and SKUs; Coordination with Partner Firms including amazon.com, Food Network and Starbucks
- Assisting Product Content Supervisor in vetting and interviewing applicants for part-time data entry positions
- Tracking of Inventory at Drop-Ship Warehouse

2002 – 2006 Writer/Director/Producer: [A YEAR AND A DAY](#), Minetta Lane Productions

Colour, Stereo, 105 minutes. HD Feature Film shot on Panasonic DVCPRO, edited on Apple Final Cut Suite. Original Dramatic Feature concerns a man suddenly drawn kicking and screaming into caring for his dying mother, and amidst the sudden crush of responsibility he tries to gauge the measure and worth of a man and a life. Featuring Edoardo Ballerini, Fairuza Balk, Sean Gullette, Joshua Leonard, and Paul McCrane.

- Author of the Original Screenplay
- Director of the Feature Project
- Producer of the Film, Supervising all aspects of Casting, Financing, Production, Hiring of Crew, Post-production and Sales for the Independently Financed Drama
- [A Year and a Day trailer](#)

January 1999 – May 2001: Producer/Development Executive, Intrinsic Value, New York/Los Angeles

Oversight, Development and tracking of Feature Film Projects, Digital Video features, screenwriters, financing and national and international film festivals.

August 1998 – August 1999 Writer, amazon.com

- Freelance writing of articles, video and book reviews for respective websites
- Primary reviewer for the debut of video & DVD pages
- Research of available video titles and Editing of outsourced material

July 1997 - October 1998 Development Associate/Story Editor, Roni Weisberg Productions/Saban

- Participated in Development of a wide range of material for network consumption as well as cable MOW, Direct-to-Video, foreign and ancillary markets.
- Targeted venues included The Family Channel, Lifetime, Home Box Office, Showtime and all Network MOW Divisions.
- Researching literary material for MOW adaptation, tracking/securing rights to various properties and life rights.
- Writing of Treatments and Pitch Pages geared towards various networks and cable/direct-to-video outlets.
- Worked closely with Executive Producer and Vice President of Development in Story Conferences and internal development of true-life and literary adaptations.
- Development of outside projects with independent producers and writers, shaping material for television venues.
- In-house coverage of submitted material/evaluation of aesthetic potential and feasibility in the current marketplace.

1985 - PRESENT/ONGOING

Crew Positions (Producer/UPM/Assistant Director, SAG Talent Coordinator, Art Department, etc.) on numerous Theatrical/Television/Commercial Productions (comprehensive list upon request)

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EDUCATION

Bachelor of Fine Arts Degree Conferred, NEW YORK UNIVERSITY, Tisch School of the Arts, Department of Film & Television.

Concentration in 16mm Film Production/Post-production; Video, Cinematography, Editing techniques, Scheduling, Budgeting and practical applications. Minor in English Literature, concentration on Post-War Fiction.

SKILLS

- Software: Windows/Mac OS literate; Strong familiarity with Google platforms. Fluent in MS Office, Quickbooks, Final Cut Pro Suite, ProTools, Adobe Creative Suite (Photoshop/Illustrator/InDesign/Acrobat); Final Draft, Wordpress; FTP clients
- Proofreading (AP/Chicago, legal/medical/architectural)
- Typing (60 wpm)
- CRM Database/Data Management experience
- Videography, Freelance Video Editorial Services (FCP Suite), Production Managing; AudioVisual Integration Services
- Independent Film Consultation (2000-Present). Extensive Experience in Film History, Theory and Production
- SD/HD Video/Digital/Analog formats; 16mm/35mm Editing; Still Photography
- Theatre Production/Direction background including numerous local Los Angeles and New York Theatre Productions (reviews and clippings available)
- Actor with Television/Commercial Credits (Member since 1979, Screen Actors' Guild)

REFERENCES AND REEL AVAILABLE UPON REQUEST

PRODUCTION/SET CREDITS (PARTIAL)

Production Assistant

[Crack in the Mirror \(White Hot\)](#) (1986)

Robby Benson, Director

Production Assistant

[Orphans](#) (1987)

Alan Pakula, Director/Susan Solt, Producer

Production Assistant

[See You in the Morning](#) (1989)

Alan Pakula, Director/Susan Solt, Producer

Production Assistant

[Regarding Henry](#) (1991)

Mike Nichols, Director/Glen Trotiner, 1st Assistant Director

Post-Production Coordinator (London)

[Mr. Wonderful](#) (1992/93)

Anthony Minghella, Director/Marianne Moloney, Producer/John Tintori, Editor

2nd 2nd Assistant Director

[Time Master](#) (1994)

James Glickenhaus, director/Michael Cedar, 1st Assistant Director

Key Set Production Assistant

[Without Warning](#) (1995)

Robert Iscove, Director/Lincoln Lageson, First Assistant Director

Production Assistant/Background Coordinator

[Space Jam](#) (1995)

Joe Pytko, Director

Production Assistant/Background Coordinator

[Father's Day](#) (1996)

Ivan Reitman, Director

Background Coordinator

[Volcano](#) (1996)

Mick Jackson, Director

1st Assistant Director/Co-Producer

[Ghosts of Edendale](#) (2002)

Stefan Avalos, Director/Producer

Director/Producer

[A Year and a Day](#) (2006)

Minetta Lane Productions

Set Coordinator

[Ten Cent Pistol](#) (2012)

Daniel Sollinger, Matt Tauber, Producers/Michael C. Martin, Director