

TYLER MCLAUGHLIN

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TM

OBJECTIVE

Accomplished personal assistant professional with 7+ years of experience in theme park, tv and film.. Record of success in developing estate management to not only meet operational success, but also financial targets. Recognized for ability to build relationships with key personnel and execute shows effectively and safely. Great problem solver. Exceptional trainer and mentor with skills to motivate peak individual performance from team members while driving sustained forward growth momentum.

INDUSTRY EXPERIENCE

PERSONAL ASSISTANT/PRODUCTION ASSISTANT-BUSCH GARDENS 2010-2015

Aide-de-camp to VP of Entertainment. Excellent gatekeeper. Coordinated travel arrangements. Submitted expense reports. Worked as liaison between corporate and park. Maintained calendars for two VP's. Received Excellent, Excellent and Very Good respectively on personal evaluations.

EVENT PRODUCTION-CRAFTWORK SOUND & PRODUCTION 2011-2013

Lead lighting crew calls. Installed and struck live events including, but not limited to Campus Chaos, Four Tops and various live events throughout Virginia, North Carolina and DC.. Production Experience. Acquired bids, staffing and expense reports

EVENT PRODUCTION-AMERICAN THEATER 2011-2013

Acquired Permits. Stage preparation for various events. Production Experience. Responsible for catering, transportation, and staffing.

FREELANCE EVENT MANAGEMENT/PERSONAL ASSISTANT 2008-2013

Provided event management for countless productions. Part time Personal Assistant for High Profile clients. Acquired permits. Compared and selected service contractors. Took care of transportation needs, lodging arrangements, catering, and facilities. Dealt with countless tours. Managed a staff of 25+. Was responsible for all purchasing. Worked as a steward for many events including but not limited to WWE, concerts and Off-Broadway musicals.. Was also responsible for all labor tracking.

ME/LIGHTING- FERGUSON CENTER FOR THE ARTS 2011-2013

Rigging elements at the Concert Hall. Operating follow spot on several shows. Flying in and flying out various set pieces and soft goods. Involved in Production.

Set PA on Busch Gardens Commercial 2014

Set PA on Visit Williamsburg Commercial 2013

Set PA on Lumber Liquidators Commercial 2014

Set PA on Virginia This Time 2012

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Non Industry Experience

TREASURER/SECRETARY, PI KAPPA ALPHA; NORFOLK, VA ---2006-2010

Held the position of Vice President, Treasurer and Secretary. Organized 500+ hours of community service. Responsible for keeping minutes at the meetings, act as publicity representative of the fraternity and report news to local and campus newspapers. Applied for permits needed for fundraisers, events and concerts. Sit in on budget committee meetings and keep accurate financial records. Had to supervise all aspects of a 200+ member fraternity. Acquired special use permits. Was in charge of an annual budget of 25k. Responsible for catering and transportation.

EDUCATION

OLD DOMINION UNIVERSITY	2006-2010
B.A. in International Business. Graduation May 8, 2010.	
COLLEGE OF WILLIAM AND MARY	2010-2013
Law	

SKILLS

Proficient in Microsoft Office, Publisher, Outlook, FrontPage, and Project and Mac. Final Cut. Type 45+ wpm. Extensive Production Experience.

References Available Upon Request