

**ERICA SOLANO**

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**PRODUCTION EXPERIENCE**

**“CHOPPED”, Notional (Reality)**

April 2015

*Travel Coordinator*

- Organized and executed travel logistics for 80 crew members to a remote location in New York City for a special episode
- Assisted production management with additional tasks

**“HOUSE HUNTERS INTERNATIONAL”, Leopard USA (Reality)**

June 2012 – March 2015

*Production Coordinator*

- Coordinated international and domestic shoots
- Booked crew (Directors, DP's, Audio Mixers and Fixers/Production Assistants)
- Organized travel arrangements for crew (i.e. booking flights, car rentals, hotel accommodations, visas, and carnets)
- Handled and reconciled petty cash
- Secured international and domestic permits
- Organized appearance and location release forms that came from the field
- Processed payroll for domestic and international crew members
- Created purchase orders for vendors

**“MAN CAVES, SEASON 13”, Leopard USA (Reality)**

May 2014

*Junior Production Manager*

- Assisted director with keeping carpenters and crew on time and managed shot list for episode
- Handled and reconciled petty cash & p-card reports
- Created purchase orders for vendors
- Secured location permits

**“MAN CAVES, SEASONS 9-11”, Leopard USA (Reality)**

September 2011- June 2012

*Junior Production Coordinator*

- Organized travel arrangements for crew and talent (i.e. booking flights for 15 member crew and talent, car rentals, hotel accommodations)
- Hired local production assistants
- Handled and reconciled petty cash & p-card reports
- Created purchase orders for vendors
- Secured location permits
- Arranged catering for crew
- Ordered office supplies and kept production office organized

**“PROJECT RUNWAY, SEASON 9”, Bunim-Murray Productions (Reality)**

June 2011- September 2011

*Contestant Coordinator*

- Organized the travel logistics for the sequestered contestants to and from interviews and group challenges
- Managed contestant assistants to keep sequestered contestant rooms clean, shop for meals and other personal items, dry clean and launder clothing, and general production runs

**AFFILIATIONS**

**PRODUCER'S GUILD OF AMERICA**

**NEW YORK WOMEN IN FILM AND TELEVISION**

**EDUCATION**

**BROOKLYN COLLEGE, BROOKLYN, NY**

Graduated June 2009

Bachelor of Arts - Major: Art; concentration in painting, drawing, and photography