



## CONTACT



714-343-7021



susannahdarcy@gmail.com



Tustin, CA 92780



LINKEDIN.com/susannahdarcy

## EDUCATION

### FILM STUDIES

University of California-Los Angeles  
Also engaged in continuing education  
online studies and training workshops

## CORE SKILLS

Production Logistics  
Budgeting  
Negotiation  
Legal & Contracts fulfillment  
Contract Processes  
Acquisitions  
Writing, Sales Pitches  
Requests for Proposal (RFPs) &  
Statements of Work (SOWs)  
Schedules & Deadlines  
Contractor & Supplier Relations  
Sponsor Relations  
Resource Allocation  
Process Management  
Workflow Creation  
Accounting, Cash flows  
Permits  
Vendor and Staff Hiring  
Venue selection & Site Surveys  
Software:  
Microsoft Office  
CAD Reader  
Virtual Portholes & Platforms  
Adobe Programs  
Proposify  
Cvents

# SUSANNAH D'ARCY

FREELANCE PRODUCTION

Character, Experience & Fidelity: Proven ability to initiate, execute and manage large-scale complex projects. Exceptionally high degree of client focus. An international business executive with extensive and proven experience creating partnerships, managing multi-level conferences, forums, expos and product reveals.

Widely recognized for achieving business goals by using diplomatic, management and leadership skills, as well as exceptional ability to bring together diverse groups. Primary expertise in being a Production Liaison and Line Producer for Film and Television with companies such as Universal, Disney, Saban, Time Warner, Omni and Paramount. Producer of several television series and network specials, such as Martha Stewart Living and Next Door with Kathy Brown.

Extensive experience producing live events all over the United States, Canada and Europe for Boeing, and Longines Masters, which included conferences, galas, award shows, Vegas style shows, fundraisers, expositions and product reveals.

Often asked to serve as a guest public speaker regarding vast experience in production, most recently in April for IACC Global Convention Services with over 1K audience members in attendance.

## PROFESSIONAL EXPERIENCE

### LINE PRODUCER, PROJECT MANAGER, AND PRODUCTION LIAISON

Freelance/Self-Employed, Los Angeles, CA/2011-2017

Manage every person, supplier and issue involved in the creation of each event. Ensure timely, budget-conscious delivery of all projects. Wrap up all elements of project work up until the closing phase. Work on project pitches as needed.

### LINE PRODUCER

EEM, Longinus Masters, Long Beach, CA/2016 – June 2017

Current Project: please see [www.eemworld.com](http://www.eemworld.com)

Develop budgets, cash flows, production load-in schedules, logistics and timelines. Lead hiring and vetting for suppliers. Wrote RFP's. Aim to always foster positive client and sponsor relations. Develop SOWs, secure permits, and liaise with unions and city officials as needed. Traveled to Paris as Production Supervisor for Longines Masters Paris in December 2016.

### FREELANCE: LINE PRODUCER, ON-SITE STAGE MANAGER

Goalen Group Media – National/2011 – 2016

*Global Supplier Conference & Awards Dinner, April 2016, Seattle, WA*

*Boeing Commercial Airlines Leadership Conference, February 2016, Seattle WA*

*Boeing Air Space and Defense Senior Leadership Meeting January 2016, San Antonio, TX*

*Go for Zero, Chairman of Boeing Safety Forum and Award show, October 2015, Chicago, IL*

*Human Resource Leadership Forum, September 2015 Philadelphia, PA*

*Suppler of the Year Gala and Award show April 2015, Chantilly, VA*

*Boeing Air Space and Defense Senior Leadership Meeting 2015, Los Angeles, CA*

*P.A.T.H.- "People Assisting the Homeless" Fundraiser (raised over \$1M) 2014, Hollywood, CA*

*Chairman Safety Awards & Forum 2014, Chicago, IL*

*Human Resources Leadership Meeting, Gala 2014, San Antonio, TX*

*Global Supplier Conference & Awards Show 2013, San Diego, CA*

*Boeing Air Space and Defense Senior Leadership Meeting 2013, Phoenix, AZ*

*Boeing Commercial Senior Leadership Meeting 2012-2015, Seattle, WA*

## PROFESSIONAL DEVELOPMENT

Meeting Professionals International, 2016-Present

Long Beach CVB Member, 2016-Present

Board of Directors, Tustin Chamber of Commerce 2008- 2010, 2013-2014  
President-Business of the Year Counsel, Tustin Chamber of Commerce, 2011-2012

Member, SAG/AFTRA (Present, but not active)

Insurance License, P&C, Life and Health, 2009-Present

Agent License (#0E15907)

---

## AWARDS

*Small Business of the Year Winner  
Tustin Chamber of Commerce 2010*

*Small Business of the Year Winner  
Orange County Hispanic Chamber of Commerce 2011*

Outstanding Ambassador, American Red Cross, 2009-2011

## FREELANCE LINE PRODUCER, ON-SITE STAGE MANAGER-Continued

*Global Supplier Conference & Awards Show 2012, 2014, Chicago, IL*

*Lufthansa - Airline Delivery & Award Show, 2012, Sales Pitch Awarded, Seattle, WA*

*P.A.T.H.- "People Assisting the Homeless"- Fundraiser, 2012 Musical, Los Angeles, CA*

*Air India - Airline Delivery & Award Show 2012, Sales Pitch Awarded, Everett, WA*

*Boeing Air Space & Defense Senior Leadership Meeting 2012, 2014, Washington, DC*

*ANA Airlines, First 787 Dreamliner Delivery & Award Ceremony 2011, Everett, WA*

## LICENSED AGENT AND PARTNER

Total Spectrum Insurance, Tustin, CA/2004 – 2011

Skillfully managed clients under the Farmers Banner. Streamline documentation, invoicing, Accounts Payable and Receivable for over 1.6K policies. Charged with new business marketing, payroll calculating, reconciling agency commissions. Assessed and reconciled General Ledger accounts; reported all state and federal filings.

## DIRECTOR OF ACQUISITIONS, PRODUCERS REPRESENTATIVE

Entertainment Capital Group, Beverly Hills, CA / 1998 – 2004

Effectively identified film acquisitions for domestic and global distribution and sales. Tracked, reported on and reconciled theatrical and ancillary video/DVD releases and box-office grosses. Handled contracts for sales, as well as film-video license processes. Invoiced and reconciled theatrical and video rights, including delivery requirements. Budgeted and managed 35mm theatrical prints, trailers, TV commercials, EPKs and all print/media expenditures. Worked as an effective, much-needed intermediary with producers, directors, film buyers, media buyers, agents, guilds and unions.

## DIRECTOR OF NEW BUSINESS, FILM AND COMMERCIAL PRODUCER

Greenlight Communications Inc., Los Angeles CA and Montreal/1993 – 1997

Founded a TV Commercial Division, including management of three Directors. Aimed to bolster receivables for the postproduction facility in Montreal. Created and presented commercial concepts and advertising campaigns to various agencies; awarded over \$2M sales in one year. Produced and posted commercials between Los Angeles, Montreal and Vancouver. Served in an executive capacity, in charge of post-production. Gathered together a management team for a new film division. Earned promotion to Director of Film Acquisition/Producers Representative in 1995 for Greenlight Communications; worked under Charlie Webe, Gary Howsam and Kingborough Greenlight in Montreal during that time.

## LINE PRODUCER, TELEVISION SERIES

- Martha Stewart Living – 26 Episodes
- Next Door with Katie Brown – 13 Episodes
- What'Z UP – Disney Pilot
- Letters to E.T. – Amblin TV Special
- Taxi'- TV Special
- Cheers- Last Call- TV Special

*"Dream it and I will create it.  
On time, on budget!"*