

Belinda J. Blair

belinda@trans-missionpost.com

143 Highland Avenue, Apartment 9
Jersey City, NJ 07306
646.595.0001
917.902.2440

Post Production Supervisor
Producer
Commercial - TV - Film

Website: www.trans-missionpost.com
Twitter: TMPNYC
IMDB: nm3703924

Experience

Independent Post Supervisor

Trans-mission Post, Inc. New York, NY

Recommend post talent/vendors based on project's needs and budget. Negotiate rates. Schedule and supervise sessions. Maintain clear communications between all parties. 09/08 – to present

- VFX Producer ExpresSpa: Point of Purchase video *Active*
- Post Production Supervisor (Finishing) Doc. Feature "Learning From Bob & Denise" *Active*
- Post Production Producer for Java Moon marketing sizzler
- Post Production Supervisor (Finishing) Short Doc "Saving Lieb House"
- Post Production Supervisor for "Peter & The Wolf" mixed media project.
- Post Production Coordinator/VFX supervisor for Indy film "Penance"
- Producer for character design assets for Vocablib Vixen website.
- VFX Producer for Kidzhouse Productions, Nickelodeon TV Series: Naked Brother's Band Ep.303

Chief Operations Officer/Producer/Studio Manager/Production Coordinator...

22 Edit (Formerly Pi Edit) New York, NY

Oversee all business, physical, and technical aspects of the commercial post & production company. Managed day-today operations. 10/94 to 09/08

Studio Manager

- Negotiated Editor deals. Qualified permanent and freelance staff. Hired & fired as needed.
- Researched, proposed, negotiated gear acquisition/upgrades.
- Oversee installation of edit suites; build out, wiring and networking.
- Liason directly with clients.
- Bid creation for both editorial and graphics/VFX work. Expense actualization. P&L overviews.
- Coordinated and scheduled out side services including color correction, VFX, and Record/Mix.
- Approved all invoices for payment. Liason with Accounting Dept. to verify and approve billing.
- Review all expenditures daily, verify reasons for all overages and negotiate additional charges.
- Supervised editors, assistant editors, graphics designers to keep projects on track and on budget.
- Reported to CEO. Status of projects, Projection of upcoming work, Financial Analysis of completed projects.

Post Producer

- Produced over 1000 commercial spots for agencies such as Draft Worldwide, Saatchi & Saatchi, TBC, Grey Advertising, Tracy Locke, Kaplan Thaler, and more. Products included American Express, Tylenol, Hasbro Toys, Staples, and many more.

VFX & Motion Graphics Supervisor/Producer

- TV Episodes of Nickelodeon Show "Naked Brothers Band"
- Commercial work for Hasbro, Major League Baseball, Country Time Lemonade.
- Corporate work for Pfizer and the Boston Consulting Group

Adobe After Effects

Created motion graphics and VFX for commercial broadcast and corporate clients: Hasbro, Discovery Zone, American Express Small Business, CountryTime Lemonade, Macy's, Filene's Basement.

Producer/Production Coordinator

Commerical shoots for Lowe's, Blue Cross Blue Shield. Corporate shoots for Boston Consulting Group, Pfizer/GreyHealthcare. Crew hiring, travel logistics, gear rental, liason with agency producers and creatives. Worked closely with Paris based coordinator for shoots in Europe and Asia. Authorize all payments. Track all expenses.

Internet/Computer

Oversee installation of phone and computer network. Troubleshoot internal and external connectivity issues. Installation of ram chips, boards, internal drives in Edit System CPU's. Set up and breakdown of edit systems. Maintain ftp.

Music Manager/Production Coordinator

International Music Management, New York, NY

Production coordinator for music management company. Managed producers, artists, and engineers. Composed client bids, coordinated recording sessions. 6/90 - 9/94.

Managed artists: *Mercy River* (unsigned); *Nick Scotti* (Warner Bros.); *Paul Lekakis* (ZYX Records). For unsigned band: oversaw production of demo tapes, solicited record companies, coordinated showcases. For signed artists: liaison with record companies; coordinated putting albums together, selecting songs, producers, and songwriters; copyrighted lyrics and music.

Liaisoned with producers and recording companies: decided on studio space, settled rates for additional studios and equipment; hired musicians, singers; negotiated final fees and deadlines.

Coordinated recording sessions: managed producers' and engineers' time; tracked all artists' time - artists plus musicians, other vocalists--to comply with union regulations.

Negotiated recording studio rate, equipment rentals, musician and singer fees, engineering costs, and other miscellaneous expenses.

Assistant Director/Production Manager

Rock Video International, New York, NY

Managed all sessions for music production facility creating recordings for Japanese markets. Determined scope of each recording project and the musicians to be used. Improved operations to increase studio put out from 15 to 40 songs per month. Supervised Assistant Engineers and data entry personnel. Initiated program to computerize studio records ad increased management efficiency. 1/89 - 5/90.

Assistant Engineer

Technical Assistant to recording and mix engineers. Handled recording session set-ups and break-downs. Maintained project logs and created new production format. 10/88 - 12/88

Education

Future Media Concepts - Adobe After Effects Certificate

New York University - B.A. with honors, Audio Technology and Communications, 1991

Dean Junior College - A.A. with high honors, Communications, 1987
Phi Theta Kappa