

LOS ANGELES – NEW YORK  
(310) 562-5001 cell  
[thechad0912@me.com](mailto:thechad0912@me.com)  
thechad912: AIM

**Producer; Story Assist, Story AP, Field Producer, Format Producer – Post/Production; \*Post/Production Coordinator, Manager, Supervisor, \*Executive Assistant, \*Key PA, Field Coordinator, Unit Manager – Computer Technology – Administrative and Research Coordinator**

## WORK EXPERIENCE:

### POST PRODUCTION COORDINATOR

06/09 – 10/09

Logged, labeled, stocked and stored all shot tapes for the entire series. In charge of Post Department Purchase Orders and inventory services. Held a running Petty Cash float used for supplies, meals and anything needed for the production. In charge of all final deliverables for the network and their partners.

*“Holidate”*  
**ABC Media Productions**  
Network: **SoapNet**

### ASSISTANT PRODUCTION COORDINATOR

02/09 – 06/09

Shot B-roll for Pilot episode, gathered legal documentation for location and appearance release, gathered dailies and compiled shot list for Story Producers. In charge of daily Executive Assistant duties. Holder of Production Purchase Orders and petty cash account.

*“Holidate”*  
**ABC Media Productions**  
Network: **SoapNet**

### KEY PRODUCTION ASSISTANT

11/08 – 01/09

Delegated duties between runners and set PA's. In charge of generator power supply and meal setup/cleanup.

*“Pretty Wicked”*  
**E! Entertainment Productions**  
Network: **E!**

### ASSISTANT PRODUCTION COORDINATOR

10/07 – 01/08

Coordinated schedule between departments, served as location scout and coordinator for the pilot episode. Held Purchase Orders and petty cash account.

*“Arranged: Frankie Finch”*  
**Asylum Entertainment**  
Network: **VH-1**

### Second 2<sup>nd</sup> ASSISTANT DIRECTOR

09/07 – 10/07

Promoted from Key PA, coordinated talent on-set schedule with producers and directors. Set & art department assist.

*“Viva Hollywood!”*  
**World of Wonder (W.O.W.)**  
Network: **VH-1**

## KEY SET ASSISTANT

04/07 – 07/07

Setup, cleanup, service, delivery & cast lunch coordinator

*"JURY DUTY"*

Vincent Diamond Productions

Network: CBS

## PRODUCTION ASSISTANT

11/06 – 01/07

Production office runner & assistant

*"The Bachelor"*

NEXT Entertainment

Network: ABC

## PRODUCTION ASSISTANT

08/06 – 09/06

In charge of walkie talkie setup and distribution; runs

*"The Great American Dream Vote"*

AND Syndicated

Network: ABC

## KEY PRODUCTION ASSISTANT

01/06 – 05/06

Keyed directly with the APOC in coordination with the Executive Producers

*"American Inventor"*

FreMantle Media

Network: ABC

## EDUCATION:

2003 – BA Journalism

2000 – Associates in Arts and Acting

1999 – High School Diploma

St. John's University; Jamaica, NY

American Academy of Dramatic Arts; New York, NY

Norfolk Catholic High School; Norfolk, NE

## SKILLS:

Camera proficient (Video and Still Photography); Pilotware proficient; Windows PC & MAC OSX (all versions), Printer link and setup, LINUX operating systems; MS Office Productivity Tools: Word, Excel, Access, PowerPoint, Outlook, FrontPage; Web development, Macromedia Tools: Dreamweaver, Flash, Final Cut Pro HD, Avid Media Composer and Xpress Pro, Final Draft Pro, V.O. talent and tech, phone etiquette and VM setup, Executive Office Assistant Management Training

## REFERENCES:

Joel K. Rodgers  
Executive Producer  
Mind the Monster  
Los Angeles, CA  
(805) 501-0120 (C)  
[joelkrogers@gmail.com](mailto:joelkrogers@gmail.com)

**Relationship:**  
We worked on “Holidate” together for 8 months. Great working relationship. In some ways Joel is a mentor to me.

Joanna Pernia  
Production Manager  
ABC Media Productions  
Los Angeles, CA  
(323) 633-2095 (C)  
[joanper333@gmail.com](mailto:joanper333@gmail.com)

**Relationship:**  
We worked on “Holidate” together for 8 months. We know and have worked with some of the same people for years. Great working relationship

Michael French  
Post Production Supervisor  
Multiview Post Productions  
Los Angeles, CA  
(818) 481-0004  
[michael@multiviewpost.com](mailto:michael@multiviewpost.com)

**Relationship:**  
We worked on “Holidate” together for 8 months. We have a dynamic working relationship. We became friends in and out of the office. Michael has an outstanding reputation and relationship with several of Hollywood’s best minds. He is also been a mentor to me.

Carrie MacFadden  
Segment Producer  
“Project Runway”  
New York, NY  
(213) 999-7030 (C)  
[vulturetwin@yahoo.com](mailto:vulturetwin@yahoo.com)

**Relationship:**  
We have crossed paths several times on several different projects. We work well together.

Arthur “Buddy” Mickle  
Production Manager  
Los Angeles, CA  
(323) 842-4524 (C)  
[arthur.mickle@gmail.com](mailto:arthur.mickle@gmail.com)

**Relationship:**  
I would definitely consider Buddy my mentor. He got me started as a PA on “American Inventor.” We have worked together on numerous projects. He’s one of Hollywood’s best Production Managers, and one of my best friends.