

# Cherie Hornbeak

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## *Summary of Qualifications*

Administrative Skills  
Strategic Planning & Implementing  
Organizational Skills  
Enthusiasm  
Adaptability  
Perseverance  
Excellent Communication Skills  
Project Development  
Detail Oriented  
Leadership & Team Building

## *Applicable Courses*

Public Relations Writing  
Advertising Campaigns  
ADplus TMME,  
Adobe,SPSS  
Excellent Excel & Word Processing Skills

## *Professional Experience*

**Production Coordinator** March 2019 – September 2019  
Memphis, TN  
*Street Outlaws: Memphis (Season 2)*  
- Managed all administrative work including cost tracker, travel agreements and vendor relations

**Clearance Coordinator** January 2019 – March 2019  
Memphis, TN  
*Ms. T's Music Factory (Season 1)*  
-Managed and coordinated all rights and deliverables while in the field

**Production Coordinator** September 2018 – January 2019  
New Orleans, LA  
*Southern Charm New Orleans (Season 2)*  
-Managed schedules and budgets for all set operations

**Production Coordinator** August 2018 - September 2018  
Los Angeles, CA  
*Halloween Wars (Season 9)*  
- Coordinate and manage live and large events

**Production Coordinator** August 2018 - September 2018  
Los Angeles, CA  
*Road to Halloween Wars (Season 3)*  
-Manage accounts and expenses with various vendors

**Production Coordinator** August 2018 - September 2018  
Jackson, MS  
*Holiday Wars (Pilot)*  
- Coordinate and manage live and large events  
-Manage accounts and expenses with various vendors

**Production Coordinator** September 2017 - July 2018  
Jackson, MS  
*Bring It: (Season 5)*  
- Coordinate and manage live and large events  
-Manage accounts and expenses with various vendors

**Production Coordinator** March 2018 – April 2018  
Los Angeles, CA  
*Coastal Rehab: (Pilot)*  
- Set up relevant insurance and permits for cast and crew  
- Handle petty cash, purchase orders, check request, and assist with call sheets

**Production Coordinator**

July 2017 - September 2017  
Los Angeles, CA/Travel

***Welcome to Sweetie Pies: (Season 4B)***

- Organize travel arrangements for cast, crew, and production executives

**Field/Clearance Coordinator**

August 2016 - June 2017  
Jackson, MS

***Bring It: (Season 4A & 4B)***

-Obtained and organized all release paperwork  
-Oversee set, office, and clearance PA's

**Head Production Assistant**

June 2016  
Los Angeles, CA

***Whitney Thore: My Big Fat Fabulous Life Reunion Show***

-Talent wrangle  
-Assist with set placement and displacement

**Office Production Assistant**

December 2015 - June 2016  
Jackson, MS

***Bring It: (Season 3A & 3B)***

-Maintain cleanliness of all offices spaces  
-Organized and filed all material, location, and logo releases

**Clearance Coordinator**

May 2016  
Jackson, MS

***Film: Soul Damage***

-Managed the release process at all locations  
-Organized and filed releases

**Education**

**Jackson State University**

**Bachelor of Science: Mass Communications; Minor: Sociology**

-American Advertising Federation : Vice President: 2007-2010  
-American Marketing Association : Business Manager: 2008-2011