



SUMMARY

I possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. I take pride in articulating ideas clearly, actively listening, and fostering understanding among team members. As a producer, I efficiently manage projects from inception to completion, ensuring deadlines are met and quality standards are upheld. Additionally, my coordination abilities shine through as I organize resources, delegate tasks, and foster collaboration among team members to achieve collective goals effectively and efficiently. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating clearly.

EDUCATION

Marymount Manhattan College

Bachelor's Degree in Communication with an emphasis in new media and film.
2016 - 2020

SKILLS

- Strong organizational and time-management skills
- Specialize in curating distinctive atmospheres or ambiances tailored to specific moods or aesthetics both on and offline.
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously, in fast paced environments
- Experience in managing budgets and handling financial documents
- Proficient in social media management, audience growth and engagement
- Cultivated time management
- Creative problem solving
- Creating connections to optimize opportunity and growth

PERSONAL POINTS

- Writer, Director, Producer for feature length film "The Jacksons"
- Avid traveller, art seeker and storyteller.
- I take pride in staying attuned to the past and present developments in music, art, film and culture, allowing me to appreciate and engage with important movements and trends.

PROFESSIONAL EXPERIENCE

Production Coordinator

"Sacred Soil; The Piney Woods Story" (HULU) - commercial for Oreladyo Pharmaceutical company - "How the Gringos Stole Christmas" (Lionsgate) | 2023

- Managed the schedules and calendars of the executive producers and other senior producers.
- Coordinated and scheduled meetings and conferences for schedule building and budgets.
- Helped with design of promotional material.
- Scheduled and coordinated production activities.
- Assisted with budgeting and cost tracking.
- Arranged logistics for equipment, crew, and talent.
- Managed permits and legal requirements.
- Facilitated communication between different departments.
- Organized production paperwork and documentation.
- Assisted with hiring and managing production staff.
- Oversaw the smooth running of production operations.
- Handled on-set issues and troubleshooting.
- Ensured compliance with safety regulations.

Assistant

Juliette Binoche, Dichen Lachman, Cole Hauser, Jason Patric | 2020 - 2023

- Coordinated travel arrangements, including flights, accommodations, and ground transportation
- Liaised with other team members, agents, publicists, and managers.
- Managed social media by engaging, monitoring online presence and scheduling posts.
- Researched and provided background information for projects and engagements.
- Stayed up to date with culturally relative niches.
- Managed complex and ever-changing schedules.

Production Assistant

Various Productions in New York City and Jackson, MS | 2017 - 2019

- Running errands and fetching supplies as needed.
- Assisting with the setup and breakdown of sets and locations.
- Providing support to various departments as required.
- Being available to help with any miscellaneous tasks that arise during production.
- Grunt work :)