

INDUSTRY EXPERIENCE

A. SMITH & CO.

Story Producer

Los Angeles, CA

Nov. 2015 - Present

- Conducted field interviews and competitor stories. Produced one sheets for competitors, briefed talent and other field producers on competitor backgrounds.
- Coordinated numerous b-roll and hero shoots, producing unique b-roll and hero shots for hundreds of competitors. Produced crowd reactions and managed hundreds of competitors' friends and family members.
- Created stringouts from 30+ camera sources, including writing voice over. Worked with editors to address internal and network notes and to get shows to time.
- Coordinated clearance for contestant photos and videos; obtained releases for incidental appearances.
- Remotely produced hometown shoots across the country and created stringouts for competitor profiles. Identified B-roll needs for feature packages and worked with competitors to have them film quality self-tape on a tight deadline.
- Worked with network to produce EPK spots and other episode assets as needed including deliverables requirements
- Prepared final scripts for and participated in voice over and green screen sessions with talent.
- Co-produced Spartan international format bible covering all aspects of prep, production and post; created editing rationale guides for briefing new editors and producers.
- Credits: **Spartan Race S1** (NBC), **Team Ninja Warrior: College Madness** (Esquire), **Team Ninja Warrior S2** (USA), **American Ninja Warrior S9** (NBC)

WILSHIRE STUDIOS/NBCUNIVERSAL

Production Coordinator

Los Angeles, CA

Aug. 2015 – Nov. 2015

- Worked with the production manager to prepare and distribute call sheets and schedules for weekly studio shoots.
- Managed onboarding process for new hires across all production departments, including talent. Manage AFTRA signatory requirements including time cards and cast reports.
- Communicated across departments to keep production on schedule, reassigning PAs and providing support as needed.
- Coordinated audience and managed walk-on talent for field pieces.
- Oversaw completion of FERs, credits and other deliverables.
- Prepared P-Card reports and worked with production accountant and line producer to complete cost reports.
- Credits: **The Comment Section** (E!), **We Have Issues** (E!), **Hot Seat** (Food Network, presentation)

ESQUIRE NETWORK/NBC UNIVERSAL

Development Coordinator

Los Angeles, CA

Feb. 2012– July 2015

- Fully developed and pitched original ideas to head of department, including designing and writing treatments.
- Managed records of pitches received, organized internal pitch review system; provided feedback on potential projects.
- Provided notes on current shows as well as pilots and presentations.
- Main point of contact between internal network departments and production companies, distributing and requesting creative materials and timelines, and tracking cut deliveries; managed internal access and accounts or proprietary episode viewing system *Fine Cut*, along with working with system developers to beta test updates and suggest modifications.
- Recipient of NBCUniversal *Going the Extra Mile Award* 2014.

WELL DANG! PRODUCTIONS

Producer/Production Manager

Los Angeles, CA / Greenville, SC

March 2012 – Present

- Hire cast and crew, manage locations and arrange shooting schedules. Handle SAG-AFTRA signatory process.
- Led crowdfunding campaign to raise \$10,000 and managed \$20,000 budget for feature film shoot.
- Manage social media and interface with various businesses to secure meals and lodging during production. Cultivated small business partnerships and devise creative integration strategies for businesses.
- Credits: **The Girl from Carolina** (webseries), **God Bless New Dixie** (feature), **The Wicked Fool** (short)

EDUCATION

BOSTON UNIVERSITY

Masters of Science in Television Production

Boston, MA

Sept. 2010 – Dec. 2011

UNIVERSITY OF SOUTH CAROLINA

Bachelor of Arts in Print Journalism with honors degree from SC Honors College

Columbia, SC

Aug. 2006 – May 2010

SPECIAL SKILLS AND INTERESTS

- Four years copy editing experience, significant blogging and social networking experience. Former intern at Sci-fi blog i09 and women's organization WAM!. Published writing on Movieline.com and Vanityfair.com Samples available upon request.
- Proficient with Avid, Premiere, Adobe Creative Suite, File Maker, Microsoft Office Suite