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EDUCATION

M.F.A Film & Television Producing	Chapman University, Dodge College of Film & Television	2015
Business Entrepreneurship Certification	Clemson University, Spiro Institute for Entrepreneurial Leadership	2011
B.A. Media Arts / Minor Spanish & Music	University of South Carolina, School of Visual Art & Design	2008
Digital Broadcast Journalism Certification	Travel Channel Academy, Discovery Communications	2007
Mechanical Engineering Program	University of Delaware	2003-2005

AWARDS & LEADERSHIP

2015 Leo Freedman Foundation First Cut Showcase - DGA	2009 Silver Telly Award (Broadcast); Bronze Telly (Editing)
2015 Dodge College Graduate Representative	2008 Gold Addy Award (Commercial Production)
2013 Panavision New Filmmaker Grant Recipient	2008 A. Porter McLaurin Media Arts Award (USC)
2011 Screenplay Finalist (Charleston Int'l Film Festival)	2007 Founding Father/Scribe, Alpha Epsilon Pi (USC)

PROFESSIONAL EXPERIENCE

NBC UNIVERSAL & UNIVERSAL TELEVISION • Universal City, CA **10/2015 – 01/2017**

Entertainment Coordinator (Interim) | Movies, Miniseries & Int'l Co-Productions (Network) & Scripted Drama Development (Universal Television); Casting (Network); Business Ops & Late Night; Business Affairs

- Support EVP, SVP, VP, Director and Manager level executives by serving as liaison with internal NBCU divisions and external studio executives, agents, managers, producers, showrunners, writers, casting directors, and business affairs executives.
- Responsible for administrative duties: rolling calls; scheduling general meetings; create expense reports; tracking of breakdowns, scripts, development notes, production schedules, producer sessions, actor availability, and management of Studio System database and guest star manifests for over 20+ network shows and pilots.

NBC UNIVERSAL | E! International On-Air Promos • Los Angeles, CA **01/2015 – 02/2015**

Program Coordinator

- Assisted Sr. Show Producers by managing and delivering content assets with expedited turnaround for the creation of a 30-minute Live From The Red Carpet Oscar 2015 Special for broadcast in over +120 countries.

NBC UNIVERSAL | E! International On-Air Promos • Los Angeles, CA **06/2014 – 08/2014**

Summer Intern (Paid)

- Maintained production CMS database and tracked media assets of over 250 weekly on-air promos and interstitials for the E!, Syfy, Style Network, & Telemundo brands across 11 international feeds.
- Wrote and assisted the production of packages for Sharknado 2 (Syfy); Assisted Executive Creative Director in development of 66th Golden Globes & 86th Academy Awards campaigns.

WORLD WIDE MOTION PICTURES CORPORATION • Huntington Beach, CA **07/2012 – 06/2013**

Marketing Specialist, Paid Intern

- Managed team of 15+ in the production of branded EPK materials for domestic limited theatrical feature release.
- Coordinated research screenings to acquire BORs and audience tracking in 10+ states. Liaised with foreign European distributors to acquire and coordinate film deliverables.

GREENVILLE INTERNATIONAL FILM FESTIVAL • Greenville, SC **08/2011 – 06/2013**

Founder, Executive Director

- Created production workflows, schedule, marketing, customer service and budgets for non-profit organization.
- Coordinated press and other releases with news outlets, vendors and over 400+ filmmakers from 70+ countries.
- Provided awards, scholarships, and career workshops for underserved arts community and filmmakers (K-12).

SKILLS

LANGUAGES: Spanish (Fluent) **TALENTS:** Award winning composer (NJ); Certified Drum Major; Trumpet; French Horn

TECHNICAL: Movie Magic Scheduling & Budgeting; Final Draft; Adobe CS - Photoshop, Illustrator, Dreamweaver, InDesign, After Effects, Premiere; Avid (Beg/Int.); Daisy CMS; Studio System; ENPS; Microsoft Word, Excel, Outlook, PowerPoint; Topical & News Copywriting; HTML (Int.); CSS (Int).