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1255 No. Crescent Heights Blvd. #A West Hollywood, CA 90046

***Expectation:***

To be able to contribute in an organization that recognizes quality work and rewards it. Making the world a slightly better place each day is my approach.

***Experience***

***Freelance Film Production February 2010***

***Country Music Television***

***Big New Comedy Week promo spots***

**Production Supervisor**

Supervised crew of 6 Production Assistants during 3 weeks of preproduction, production and wrap process for 30 second promo spots and 15 additional bumpers and blurbs for Country Music Television directed by Stephen Chessor and produced by Stott Gerlock with Amy Samuelson Line Producing for Marsha Hunt Productions at DC Stages in downtown Los Angeles. Disbursed petty cash, tracked expenses, actualized budget, created pre-pro book, and all paperwork.

***ICANN, The Internet Corporation For Assigned Names And Numbers Oct. 2007 - April 2010***

Marina del Rey, CA

The technical coordination and policy Not for Profit organization that keeps the Internet running safely and smoothly, accredits registrars and registries and maintains the DNS and ANS systems, defining relevant policy per a bottom up transparent and open constituent driven process.

**Translation Facilitator**

*Dept: Corporate Affairs:*

- Fill in translation coordinator, coordinate full time contractor hire \* Convert documents to HTML \*
- Wrangle weekly translation committee meetings, summarize & circulate notes \* Fill in executive assistant to Corporate Affairs VP \*
- Coordinate contracting process for translation vendors

**Crew Supervisor**

*Dept: Admin:*

- \* Supervise crew of 4 reorganizing offices \* Monitor sensitive communications at front desk
- \* Conform office layouts to floor plan \* Mediated between management dictate and worker wishes

**Finance Admin:**

*Dept: Finance Dept:*

- \* Organize CFO files \* Generate customer statements/ invoices with Fundware™ app

***National Planning Corporation 2005 - 2007***

Santa Monica, CA

A financial services company, division of Jackson National Life

**Administrative Contractor**

- \* Compliance, licensing, advertising review unit \* Develop HTML page linked to various new account form types in PDF to facilitate online account access and creation \*
- \* Create audit reports, using proprietary database interfaces to generate support documentation for individual audit field agents \*
- \* Maintain ad submission archives, process paperless distribution and response system \*
- \* Provide input on editing client sites, as well as editing to align with compliance standards \*
- \* Create procedural documentation, detailing software/hardware and reasoning behind department processes \*
- \* Produce Internet search reports to track web presence of registered representatives

## **Self-employed dba Toy Boat Web Works 2002 - 2004**

West Hollywood, CA

Web development entrepreneur experience

[www.betsymh.com](http://www.betsymh.com)

Wedding Makeup site

- \* Create Betsy make up and hair web site design
- \* Edit and optimize photos with Adobe Photoshop and Macromedia Fireworks
- \* Write HTML with BBEdit 5.0x
- \* Research hosting and published site via ftp
- \* Research and submit site to search engines and search submission agent
- \* Consult with clients re: reasoning behind choices made
- \* Modify decisions as necessary per client input or research

[www.parkplazaevents.com](http://www.parkplazaevents.com)

Park Plaza Entertainment Web Site

- \* Redesign for major la area catering company and party, filming venue
- \* Clean up look and usability of existing site, making navigation more user friendly
- \* Add sections, including site photos and appetizers
- \* Clean up existing flash presentation to reflect new graphic design of site

## **AOL Time Warner 1999 - 2001**

Glendale, CA

Global entertainment company with holdings in all media

### **Online Producer, Warner Bros Online**

Responsible for design, production and/or maintenance of several web sites and **AOL** keyword pages including **Friends, Gotham Girls, WB Kids Area** and the **West Wing**

- \* Direct cross-functional team in the development of the "**Friends**" web site redesign
- \* Build **Gotham Girls** and **WB Kids Area** sites in compliance with federal statutes and company guidelines
- \* Use Adobe Premier, Real Player Producer, Sound Forge to process audio and video clips for the web site
- \* Dreamweaver, Simpletext, Homesite, Adobe Premiere, Sound Forge, Rainman, Art Press, Wordpad, BBEdit, Realplayer Encoder, other software applications to enhance excitement of each web site experience

## **Manmade Multimedia 1998 1999**

Long Beach, CA

Video reel producer, covering celebrity special event

### **Webmaster/Design Strategist**

- Manage web presence, provide field support in every capacity
- \* Migrate company web site from local hosting service to service with better bandwidth and more robust feature set, easier access to more dependable site presence
- \* Redefine web presence creating a magazine format with a news and opinion/editorial section to better promote and market products
- \* Research and implement hardware and software solutions necessary to allow multiple users to access internet services simultaneously and inexpensively via dial-up over a LAN

## **Cloud 9 Interactive 1997 1998**

Marina del Rey, CA

Designer and producer of children's developmental games, distributed on CD-ROM

### **Researcher, Development Associate**

- \* Recorded scratch tracks for "You can be an astronaut!" project, using Macromedia SoundEdit 16 to record script readings
- \* Searched NASA online files for photographic materials to use for Astronaut project

**Griffith Observatory 1996 - 1997**

Los Angeles, CA

City owned and operated astronomy research and education facility with monthly planetarium shows and permanent exhibits

**Multimedia Producer**

"How to make a comet" video producer \* Digitized video, cut audio tape, innovated graphics production processes for planetarium show \* Produce special video for celebrity birthday party at observatory \* Hale Bopp animation shown on local new stations - excerpted from "how to make a comet"

**RoCart Productions/Nickelodeon 1995 – 1996**

Hollywood, CA (Stage 29, Paramount Studios)

Production company for "ALL THAT," "KEENAN AND KEL," and a variety of motion Pictures, including "Varsity Blues" and "Good Burger" in addition to others.

**Production Coordinator**

Supervised weekly skit comedy and music show, monitored budget and spending delegated production tasks to crew of production assistants, filed required paperwork with Operations department at Paramount Studios daily, interfaced with all levels of staff and vendors, cast, crew, etc.

***Education***

1985 BA Speech Communication Colorado State University, Fort Collins CO

2004 Business Law, Computer Science and Journalism Santa Monica College, Santa Monica CA - ND

***Activities and Accomplishments***

<p><b>AFI Set Design Seminar</b> IFP/West Digital Video Camera Workshop</p> <p><b>Intro To Javascript</b> UCLA Extension</p>	<p><b>Producing The Independent Feature</b> Additional TA UCLA Extension Course Instructor: Jonathan D Krane</p>	<p><b>Los Angeles Macintosh Group</b> Board Member Volunteer Software Reviews Event Coordinator</p>
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