

PROFESSIONAL EXPERIENCE

Freelance Producer – Event and Video

dba TwentyFive8

July 2004 – Present

- Some clients include: Big Show Productions/RNT, EagleVision Productions/Hilton Hotels, Harris Creative/Visa, InVision Communications/Cisco, TMW Enterprises/GlaxoSmithKline.
- Executive producer/producer for small- and large-scale events.
- Assembling budgets, hiring, recommending and recruiting top-performing vendors.
- Client management, interfacing directly with key contacts and decision-makers.
- Managing creative team, and overseeing creative development and implementation.
- Project managing a series of event videos, including hands-on account management.
- Seasoned experience with large-screen-format and multi-screen format shows.
- Works at various levels from Executive Producer to Room Producer or Video Producer depending on scope of project.
- Experience in stage management. Calling shows that include opening media, video rolls, graphics, bands/awards shows; and webcasts/broadcasts that include multiple cities.

Executive Producer – Event and Video

EagleVision Productions, Inc.

October 1997 – June 2004

- Clients include: Hilton Hotels, Sun Microsystems, eGain Communications, Cisco Systems, Hewlett-Packard, 3Com, JDS/Uniphase, CoSine, SDRC, and various computer/high-tech startups.
- Responsible for all project budgets from proposal to project completion.
- Primary client contact on projects: responding to questions, changes and invoicing.
- Hire, manage and develop vendors for all video and event projects.
- Organize video shoots: research locations, find talent, breakdown scripts, develop shoot schedules, and assistant direct.
- Pre-production and on-site management of all event vendors and deliverables: rehearse executives, show flows and breakdowns, implement creative and video deliverables.
- Participate in company organizational development and procedures: prepare annual company budgets, handling Avid upgrade, and participate in other computer related and office procedural decisions.
- Supervise various freelancers and long term contractors including; producers, coordinators, production assistants, editors, and assistant editors.
- Responsible for overseeing staff deliverables and assignments.

EDUCATION

M.A. Organizational Management, Antioch University, June 1994

B.A. Communication Studies, UC Santa Barbara, June 1990