

PROFESSIONAL EXPERIENCE

Freelance, New York, NY, Present

Selected Roles

- **Production Coordinator:** *9/11 Rescue Cops*, Testimony Films
 - Scheduled interviews with talent and interviewees
 - Secured locations and equipment in partnership with studios and rental houses
 - Produced documentary shorts used to inform and attract investors
 - Assistant to Executive Producer, Steve Humphries
- **Chain of Titles Coordinator:** *Blood Ties*, Film 50
 - Managed and submitted all documentation for DGA, WGA, and SAG-AFTRA
 - Assistant to Producer, Kerry Orent throughout production of the film
- **Production Secretary:** *FX pilot, Bronx Warrants*, Apostle Films
 - Administrative assistance to the Production Manager and Production Coordinator
 - Ran the production office, supply management and maintained filing systems
- **Coordinator:** *Mercedes-Benz Fall Fashion Show*, Kithe Brewster Inc
 - Secured venues for Jad Ghandour's fashion show (NYC) and led hire of models, hair & makeup artists
 - Coordinated all materials and wardrobe necessary from Beirut, Lebanon for NY fashion week
 - Personal assistant to Kithe Brewster

New York Production Services, New York, NY, Oct 07 - Feb 11

Production Coordinator

- Developed and produced reality television shoot
- Corresponded with producers and directors to deliver production requirements and maintain schedules
- Developed and managed budgets for commercial shoots. Clients include Macy's, HBO, and HSN
- Production support for all commercial shoots in New York and overseas
- Supervised carnet documentation and shipment of materials for production shoots overseas
- Arranged travel for the production team and clients for production shoots overseas
- Assistant to Executive Producer John Grossman

Imaginary Forces, New York, NY, Feb 06 - Mar 07

Coordinator

- Managed client relationships and facilitation of communication between offices
- Delivered office productivity and efficiencies by introducing new company practices and techniques
- Monitored and maintained producers' schedules, correspondence and documentation
- Contributed to conceptual design and marketing deliverables

SKILLS

- Conceptualized and directed thought provoking short films and music videos
- Excellent attention to detail and the ability to prioritize work under pressure
- Strong interpersonal skills and ability to partner with both internal external stakeholders
- Assistant Director for Music Videos
- Videographer for photo and fashion shoots
- Proficient in Final Draft, Microsoft Office, and iWorks applications
- Final Cut Pro

EDUCATION

New York University, Tisch School of The Arts, New York, NY
B.F.A. in Film/TV Production, *Magna Cum Laude Graduate*