

EDUCATION

NEW YORK FILM ACADEMY

Masters of Fine Arts - Producing
2018-2020

ART INSTITUTE OF WASHINGTON

Bachelor of Fine Arts - Digital
Filmmaking and Media Production
2014-2018

SKILLS

- Technical: Planning/Forecasting, Research, Scope Management, Meeting facilitation, Budgeting, Scheduling, Risk Management, Tracking and Monitoring, Quality Management
- PM Software: Monday.com, Basecamp, Asana, Slack, HubSpot, Airtable, Teams, Zoom, Google Suite, Word, Excel, PowerPoint
- Creative Software: Adobe Premier, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Final Draft, Studio Binder, Final Cut Pro, AVID, Movie Magic Budgeting and Scheduling

VOLUNTEERING

FILM COORDINATOR

2024- Present
The Mosquers Film Board

SOCIAL MEDIA ASSISTANT

2018- 2019
The Producers Guild of America

WORK EXPERIENCE

FILM PROGRAMMER

Mosquers Film Festival (2024 - Present)

- Collaborated with filmmakers, distributors, and sponsors to secure film submissions and partnerships.
- Managed submission databases and ensured compliance with festival guidelines.
- Streamlined communication between programming, marketing, and operations teams.
- Negotiated contracts with subcontractors, aligning with budgets and project needs.
- Improved submission review efficiency through optimized tracking systems.

PRODUCER

Three Seas Inc. (2022-2024)

- Directed multifaceted projects, including podcasts, ADR sessions, audiobooks, and corporate shoots, overseeing all phases from initial planning to final post-production.
- Led and coordinated post-production teams, including designers, editors, and audio engineers, to ensure smooth workflow and exceptional quality of deliverables.
- Managed projects with varying timelines and requirements while maintaining high standards of efficiency and productivity.
- Developed and executed detailed project schedules, streamlined workflows, and optimized logistics to drive timely and effective project completion.
- Formulated and controlled project budgets, applying innovative strategies to address client concerns and ensure cost-effectiveness.
- Oversaw timekeeping, financial management, and invoicing processes, ensuring precision and compliance with budgetary constraints and financial protocols.

PROJECT MANAGER/ PRODUCER

Human Being Productions (2021-2022)

- Crafted comprehensive project plans, defining schedules, deliverables, and resource allocation to align with project goals.
- Facilitated regular team meetings to provide updates, foster collaboration, and address any issues, enhancing overall project cohesion.
- Managed and negotiated contracts with freelance subcontractors, ensuring alignment with project requirements and budget constraints.
- Collaborated closely with clients to assess their video needs, objectives, and budget limitations, tailoring solutions to meet their expectations.

PRODUCER

Final Films (2019-2022)

- Consulted with clients to understand their video requirements, objectives, and budget constraints, ensuring alignment with project goals.
- Developed detailed project proposals, timelines, and budgets, providing clear and actionable plans for project execution.
- Orchestrated all project logistics, including scheduling shoots, securing locations, and coordinating talent and crew to ensure smooth operations.
- Fostered and maintained strong client relationships, leading to repeat business and referrals through exceptional service and effective communication.
- Managed administrative tasks, including invoicing, contract negotiations, and project documentation, ensuring accuracy and compliance with project specifications.