

Geoff Watland

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geoffwatland@gmail.com
503.568.5831

Project manager/designer of engaging multimedia for the entertainment and advertising industries

EXPERIENCE:

Project Manager | Producer | Production Coordinator

- Create and manage budgets for a wide variety of projects.
- Negotiating with vendors, compiling quotes, coordinating implementation and delivery.
- Managing production teams, setting and troubleshooting schedules, delegating tasks and coordinating communication between different team members.
- Perform trafficking duties including preparing and delivering individualized content for multiple accounts.

Clients include: *illycaffè*, *McKinney & Silver*, *Audioworks*, *Holcombe Waller (folk singer)*, *KBOO*

Self-employed Freelance	Portland, OR New York, NY	2006- 2011
McKinney and Silver	Raleigh, NC	2004

Designer: PowerPoint | Video | Theater Projection

- Video editor for documentary films, promotional and web content.
- Dynamic theater set design using video editing software and PowerPoint.
- Design PowerPoint presentations for interactive demonstrations and live speeches.

Clients and Productions include: *illycaffè*, *Big Joy-* Documentary Film, *A Safe Harbor for Elizabeth Bishop-* Primary Stages, *For:Give-* Insight Out Theatre Collective, *Liz Cowan (Stylist)*, *PrimeTime-* Cosmic Breeez

Self-employed / Freelance	Portland, OR New York, NY	2006- 2011
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Production Assistant

- On-set talent coordinator including ensuring all talent is accounted for, meeting production schedule milestones and verifying contracts and releases.
- Lighting and audio assistant including set-up, break down, and acquiring equipment.
- Producer's assistant coordinating locations, vendors, production schedules and transportation.

Clients include: NBC- *Apprentice*, Cineflix- *Wedding SOS*, Bravo- *Design Star*, MTV- *Making the Band*

Freelance	New York, NY	2005- 2007
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Administrative Assistant | Office Manager

Operational support for financial investment institutions conducting market research, scheduling calendars, coordinating travel, transcription, accounting and account management.

Vera Institute of Justice	New York, NY	2000; 2006; 2008- 2009
Waddell & Reed	Portland, OR	2002- 2003
Carolines On Broadway	New York, NY	2001- 2002
Capital Research Companies	New York, NY	2000- 2001
RKM	New York, NY	1999- 2000

SKILLS:

Fluent in French and Italian, understand Spanish. Proficient with Photoshop, Illustrator, InDesign, Keynote, FinalCutPro, AfterEffects, and Microsoft Office.

EDUCATION:

The Evergreen State College | Olympia, WA
B.A. Film and International Studies, 1999