

## **PROFESSIONAL PROFILE**

Passionate about creating opportunities for individuals of all backgrounds and abilities to survive and thrive. Curious about societal issues and determined to find solutions through content creation and data analysis.

## **PROFESSIONAL EXPERIENCE**

**ITVS**, San Francisco, CA

July 2018-February 2020

### ***Media Coordinator***

- Evaluated ITVS Open Call Documentary Film submissions, reviewing all aspects of filmmaking, ensuring adherence to organizational standards and alignment with the mission
- Managed multiple media projects that contributed to the production, post-production, marketing, social media rollout, and broadcasts of the Independent Lens docu-series
- Updated and implemented new standards and procedures related to training, quality control and asset management that eliminated redundancies and improved workflows
- Coordinated and produced monthly webinars, utilizing cross-departmental collaboration and project management fundamentals, increasing the organization's ability to better inform media partners and filmmakers

**PRACTISING LAW INSTITUTE**, San Francisco, CA

Jan. 2018-July 2018

### ***Multimedia Specialist***

Produced weekly studio production webinars as a technical director, audio engineer, tape media operator and floor director within a fast-paced dynamic environment

**THE STORY LOCKER**, San Francisco, CA

May 2017-June 2018

### ***Video Producer/ Editor***

- Identified and facilitated new partnerships with start-ups and entrepreneurs in digital and online media environments
- Learned and incorporated project management, marketing and scrum principles in creating content for company's branding and visibility in its marketplace

**A+E NETWORKS**, New York, NY

April 2005-September 2016

### ***Content Acquisitions Administrator*** (2015 - 2016)

- Directed post-production and QC of short-form content in a collaborative relationship with internal stakeholders and external production companies
- Supervised production and post-production schedule of long-form programming and managed technical and delivery requirements with production companies to ensure broadcast needs were met for A&E, History and VICE broadcast channels
- Liaised with VICE and A+E staff as part of merging workflows and facilitating productive relationships
- Created content for other internal groups, which included information used in presentations for business and legal affairs
- Collaborated with interdisciplinary team to build company's original music library

## **Media Coordinator** (2010 - 2015)

- Reviewed and approved raw footage and finished assets and conducted research for new content
- Coordinated production of short-form content for all network brands
- Trained staff on content editing, internal distribution and delivery to partners
- Ensured that program companies adhered to standards aligned with company requirements
- Coached production companies on content delivery and approval process
- Created legal agreements with production companies that outlined amount of content and distribution levels
- Managed rights and clearances of A+E-owned third-party content

## **Media Associate** (2005 - 2010)

- Coordinated post production requests and scheduling using various project management tools
- Organized and tracked assets for post-production with various digital asset management tools
- Trained new hires on workflows and standard practices

**FUN NYC**, New York, NY

November 2014 - June 2016

## **Content Producer**

- Created storyboards for events and engagements that took place twice monthly in Chelsea and Brooklyn attended by notable entrepreneurs in order to share the challenges of entrepreneurship
- Developed videos for events and promote content on Facebook, Twitter and Instagram, as well as on organization's global website.

## **EDUCATION**

Master's of Business and Administration (EMBA)  
Quantic School of Business and Technology

Master's of Science in Interactive Media and Communications (MS)  
Quinnipiac University, Hamden, CT

Bachelor's of Arts and Sciences in Sociology (BA)  
University of Connecticut, Storrs, CT

## **SKILLS & COMPETENCES**

- |                        |                            |                            |
|------------------------|----------------------------|----------------------------|
| • Adobe Creative Cloud | • Live Streaming           | • Adaptability             |
| • Asana                | • CMS                      | • Detail Orientation       |
| • Basecamp             | • Digital Asset Management | • Problem-Solving          |
| • Workfront            | • HTML/ CSS                | • Relationship Facilitator |
| • Slack                | • Python                   | • Assertiveness            |
|                        | • Data Visualization       |                            |