

EXPERIENCE

BAYCAT, San Francisco, CA

August 2012 – Present

Pathways Internship Project Manager (Part-time)

- Responsible for the development and implementation of BAYCAT's Young Adult Internship Pathways Program
- Developed outreach and recruitment strategy to engage student participants, local employers, mentors and guest speakers.
- Created a sustainable curriculum with the objective of providing both soft and technical skills to the under serviced community in San Francisco's Bay View and Hunter's Point district.

Industrial Light & Magic, a division of Lucasfilm, San Francisco, CA

Oct 2006 – July 2012

Project Manager – Satellite Facilities (2010 – 2012)

- Specifically selected by Executive Production Team to lead and general manage the long-term strategy and execution of satellite facilities in Los Angeles and Vancouver.
- Fiscally responsible for the satellite offices for a total budget of over \$4M.
- Ensure smooth operations of all day-to-day administration including Finance, HR, Payroll, Tax and Technology.
- Communicate and facilitate strategy and scenario planning for regular updates to the Executive Board.

Operations Associate Project Manager (4/2008 – 2012)

- Manage projects and led process mapping for multiple departments: Business Operations, Executive Producers, Finance, Global Production, Legal, Production Technology and Security (ranging from small events to large scale strategic projects).
- Internal operational lead for multiple productions and departments within ILM to ensure projects are successfully planned then executed. Oversee progress of projects by calculating and analyzing return on investment.
- Created processes for compliance and training as well as managed multiple databases/dashboards for legal agreements, license information and vendor relationships.
- Allocate and influence the forecasting of the \$8M production technology budget.
- Mentor colleagues for further professional development.

Process Improvement Coordinator (10/2006 – 4/2008)

- Facilitated the creation of systems, centralized processes and project coordination.
- Fiscally responsible for the facility operations budget of \$3M.
- Organized logistics for the 2007 and 2008 Siggraph tradeshow in San Diego and Los Angeles.

Fox Paine & Company, LLC, Foster City, CA

Jul 2005 – Oct 2006

Executive Assistant

- Daily management of travel, calendar, email and expense reporting.
- Coordinated recruiting events, off-site meetings, annual conferences and presentations.
- Analyzed statistical data post event data and shared best practices.
- Established and maintained relationships with core business partners and vendors.

DreamWorks SKG, London, England & Glendale, CA

Feb 2003 – Apr 2005

Home Entertainment International Marketing & Worldwide Publicity

- Executed all marketing and publicity materials for worldwide Home Entertainment.
- Produced various marketing and public relations events throughout the US and Europe, specifically the 2004 Cannes and Venice Film Festivals.
- Managed special projects with high profile executives and celebrities.
- Maintained positive relationships with media and press.
- Researched new trends and creative ideas in line with the company's goals and measured the effectiveness of promotional merchandise produced.

InterMune, Inc., Brisbane, CA

Oct 2001 – Feb 2003

Associate, Commercial Operations

- Organized marketing events such as conventions, advisory board meetings, and business dinners.
- Partnered with marketing managers to determine marketing budget, strategies and events.
- Maintained marketing inventory and coordinated distribution of materials.

EDUCATION

- California Institute of Integral Studies, Masters of Arts in Transformative Leadership, *in progress - June 2014*
- Certified Professional Co-Active Coach, The Coaches Training Institute, San Rafael, CA, *in progress - February 2013*
- University of California, Davis, Bachelors of Arts in Rhetoric and Communication, September 1999
- Oxford Seminars TESOL/TEFL Certification, San Francisco, CA, December 2011

TECHNICAL SKILLS / INTERESTS

- Extensive experience with MS Excel, Project, Power Point, Word, Visio, Keynote, Filemaker, Sharepoint, Wordpress
- Hiking, Piano, Photography, Reading, Sailing, Scuba diving, Travel, Volunteering
- Lived abroad several times: Saudi Arabia, Japan, Italy, England