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**TELEVISION CREDITS**

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**Associate Director of Production Operations**

Pepperdine University      Screen Arts Program      Aug 2019 – May 2022

**Production Manager**

Switch	GSN / Game Show Enterprises	Variety – Game	2022
People Puzzler	GSN / Game Show Enterprises	Variety – Game	2022
America Says (Season 5)	GSN / Game Show Enterprises	Variety – Game	2022
Fulwell 73 Productions	<b>Fulwell 73</b>	Variety	2021
Chain Reaction	GSN / Game Show Enterprises	Variety – Game	2020
America Says (Season 3)	GSN / Game Show Enterprises	Variety – Game	2019
Objectified	FOX / Harvey Levin Productions	Docuseries	2017 – 2018
TMZ	FOX / Telepictures	Celebrity News	2015 – 2018

**Associate Producer**

America Says (Season 2)	GSN / Entertainment One	Variety – Game	2018
25 Words or Less	FOX / Twentieth Century Fox	Variety – Game	2018
America Says (Season 1)	GSN / Entertainment One	Variety – Game	2018

**Post Associate Producer**

America Says (Season 2)	GSN / Entertainment One	Variety – Game	2018
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**Assistant Production Coordinator**

TMZ	FOX / Telepictures	Celebrity News	2014 – 2015
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**Production Assistant**

TMZ	FOX / Telepictures	Celebrity News	2013 – 2014
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**SKILLS / EXPERIENCE**

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- Facilitate all pre-production and production needs
- Callsheet coordination and distribution, production reports, staff/crew sheets, check requests, purchase orders, petty cash reconciliation, COI's, etc.
- On-site production coordination with all vendors, crew, and staff
- Travel coordination for crew and staff; create budget efficiencies
- Management/distribution of show credits
- Union crew hiring and paperwork processing
- Payroll/timecard processing
- New hire onboarding / process and assist with employee termination
- Budget tracking / accounts receivables/payables
- Management of network deliverables
- Coordinate and oversee studio set up and strike
- Mac / PC Proficient: Microsoft Word / Excel / Powerpoint, Dropbox, Google Drive, File Maker Pro

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**EDUCATION**

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University of California Davis	BA – Philosophy / Minor in Education	2013
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