

# TARA GENTILE

CONSULTANT / EXECUTIVE IN CHARGE OF PRODUCTION

## CONTACT

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West Hills, CA. 91304  
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www.plvprods.com

## EDUCATION

BBA INTERNATIONAL  
BUSINESS

Hofstra University  
Hempstead, NY

## KEY SKILLS

Excellent Communicator  
Detail-Oriented  
Strategic Problem-Solver  
Financial Analytics

## COMPUTERS

EP / MMB Budgeting  
Microsoft Office  
File Maker Pro  
Adobe Suite  
MAC / PC Proficient

## CHARITIES

Neurofibromatosis, Inc. CA  
2004 - 2012  
Vice President / Board of Directors

## EXPERIENCE

EXECUTIVE IN CHARGE OF PRODUCTION / CONSULTANT,  
ASSOCIATE PRODUCER, PRODUCTION MANAGER

### AUGUST 1999 - PRESENT

History Channel, Lifetime, TCM Channel, CBS, TV Land, ORF, A&E,  
Gameshow Network, MTV, WE, NBC, Amazon-Fox, Netflix, Food  
Network, Disney, ABC, Fox, Syndicated

Responsible for all aspects of production administration including:

- Determining the production and post-production schedule, master calendar and budget by understanding the creative plan and its' needs, calculating time and manpower requirements and sequencing production elements;
- Ensuring correct setup of new productions;
- Delegating duties to production staff;
- Ensuring proper upkeep of all documentation and production deliverables;
- Reviewing all outgoing correspondence related to production including daily call sheets, production reports, asset lists, inventory logs and photographs, correspondence to employees, etc.;
- Assessing production issues and identifying solutions to ensure production is delivered on-time and within budget, while meeting executive and network expectations and requirements;
- Acting as the primary liaison for all vendor/crew/staff interactions relating to employment disputes/issues/questions, accounts receivable issues, legal issues/questions, insurance requirements, and worker safety;
- Representing the production in a professional manner to the network and production company;
- Actively managing the scope of production and post-production to maintain necessary benchmarks;
- Conducting regular status meetings with internal staff and all department heads;
- Identifying productivity problems early and propose solutions;
- Leading a production of up to 200 or more employees within various departments;
- Approving all show related purchases and rentals;
- Driving force in being educated on the most current Union/Guild rules and regulations including DGA, WGA, SAG-AFTRA, IATSE, IBEW, AFM to ensure proper compliance.

Responsible for the overall financial health of the production including, but not limited to:

- Ensuring adherence to the budget parameters by all departments;
- Informing production company and/or network of budget issues;
- Reviewing and signing-off on all legal contracts;
- Tracking expenditures;

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## MEMBERSHIPS

Produce's Guild of America

## AWARDS

2006 Location Professional in TV,  
Nominee (FLICS)

- Establishing the cashflow forecast to ensure positive cashflow for the production;
- Reviewing and approving all issued purchase orders and corresponding backup;
- Examining and approving all employee deal memos, start paperwork, and timecards on a weekly basis;
- Ensuring that invoicing and billing is completed in a timely manner and correct documentation is received from all vendors and submitted to accounting;
- Working with the finance and accounting departments to ensure weekly trial balance, general ledger and cost reports are accurate prior to internal distribution to production company and external distribution to network;
- Negotiating vendor deals in accordance with the approved budget;
- Encouraging production staff, when negotiating with crew/vendors, to stay on or below the estimated budgeted labor and rental rates.

In charge of reviewing all show-related contract documents and coordinating with the legal department and insurance company on any changes deemed necessary to ensure full liability coverage for the production as well as:

- Developing a site-specific safety plan if required by production company or network;
- Ensuring daily onsite safety meetings by staging supervisor are being completed, and training is being implemented when required;
- Maintaining a safe, clean, and hazard-free jobsite;
- Conducting regular site visits during the initial set build to ensure standards of quality are being met;
- Completing daily set walk-through's during tape days to ensure OSHA, union and stage regulations are being adhered to;
- Maintaining good relationships with fire safety, studio management, union compliance departments, etc.;
- Coordinating and troubleshooting with the legal department when production, insurance or labor issues arise;
- Maintaining production standards and practices as well as competition compliance;
- Overseeing production related licenses including, but not limited to, music, sound effects, stock footage, still photos, original graphics and other necessary clearances.

## REFERENCES

Michael Binkow - EXECUTIVE PRODUCER - 310.951.1984

Michael Canter - EXECUTIVE PRODUCER - 818.481.7300

Jean Wiegman - FORMER EVP, GAMESHOW NETWORK - 818.634.8848

Sam Zoda - EVP BBC STUDIOS - 818.667.3009

TELEVISION CREDITS FURNISHED UPON REQUEST

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## TELEVISION CREDITS

### EXECUTIVE IN CHARGE OF PRODUCTION / LINE PRODUCER

The 1% Club	<b>AMAZON-FOX</b> / BBC Studios	Variety – Game	2023 - 2024
Switch (Season 1)	<b>GSN</b> / Diga, LLC	Variety – Game	2022
America Says (Season 5)	<b>GSN</b> / Game Show Enterprises	Variety – Game	2022
Concentration Pilot	<b>NBC</b> / Universal Studios Group	Variety – Game	2021
Chain Reaction	<b>GSN</b> / Game Show Enterprises	Variety – Game	2020
Master Minds	<b>GSN</b> / Game Show Enterprises	Variety – Game	2020
America Says (Season 3)	<b>GSN</b> / Game Show Enterprises	Variety – Game	2019
America Says (Season 1, 2)	<b>GSN</b> / Entertainment One	Variety – Game	2018
The 19 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2017
Pointless	<b>GSN</b> / Authentic TV	Variety – Game	2017
The 18 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2016
Divided (Season 1)	<b>GSN</b> / Talpa Media	Variety – Game	2016
Winsanity (Season 1, 2)	<b>GSN</b> / Electus	Variety – Game	2015 - 2017
Marriage BootcampSeason 4, 5)	<b>WE</b> / Think Factory	Reality – Series	2015
The 16 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2014
Skin Wars Reunion	<b>GSN</b> / Michael Levitt Prods.	Variety – Special	2014
The 15 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2013
The Hook Up (Season 1)	<b>MTV</b> / Think Factory	Variety – Dating Series	2013
Minute To Win It (Season 1)	<b>GSN</b> / Shine America	Variety – Game	2013
The 14 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2012
The American Bible Challenge (Season 1)	<b>GSN</b> / RelativityReal	Variety – Game	2012
The American Bible Challenge (Pilot)	<b>GSN</b> / RelativityReal	Variety – Game Pilot	2012
The 13 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2011
Baggage (Season 3)	<b>GSN</b> / Comcast Entertainment	Variety – Game / Strip	2011
GSN Live	<b>GSN</b>	Variety – Live	2011
The 12 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2010
The 11 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2009
The Week The Women Went	<b>Lifetime</b> / BBC America	Reality – Pilot	2008
Dancing with the Stars Fitness Video #2	<b>Direct-to-Video</b> / BBC America	Variety – Dance	2008
How Much Is Enough? (Season 1)	<b>GSN</b> / BBC America	Variety – Game / Strip	2007
The Pendleton Project / Tattoo Road Trip	<b>A&amp;E</b> / Juma Entertainment	Reality – Pilot	2007
1 <sup>st</sup> Annual Women's World Awards	<b>ORF</b> / John Cossette Prods.	Variety – Awards / LTT	2006
Back To The Grind	<b>TV Land</b> / Michael Levitt Prods.	Reality – Pilot	2006
Dynasty Reunion Special	<b>CBS</b> / Chloe Prods.	Variety – Special	2006
The Dick Cavett Show	<b>TCM Channel</b> / Mine All Mine, Inc.	Variety – Special	2006
WomenRock! Melissa Ethridge	<b>Lifetime</b> / John Cossette Prods.	Variety – Music / LTT	2005
Bible Battles	<b>History Channel</b> / Limulus Prods.	Long Form – Recreation	2005
The Hollywood Squares (Season 6)	<b>Syndicated</b> / Kingworld	Variety – Game / Strip	2003 - 2004

### CONSULTANT / CONSULTING PRODUCER

Jonas Brothers Family Roast	<b>NETFLIX</b> / Fulwell73 Productions	Variety – Special	2021
America Says (Season 4)	<b>GSN</b> / Game Show Enterprises	Variety – Game	2020
Best Ever Trivia Show	<b>GSN</b> / Game Show Enterprises	Variety – Game	2019
Common Knowledge (Season 1, 2)	<b>GSN</b> / Game Show Enterprises	Variety – Game	2018 - 2019
Fresh Paint	<b>GSN</b> / Michael Levitt Prods.	Reality – Competition	2015
Steampunk'd	<b>GSN</b> / Pink Sneakers	Reality – Competition	2015

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## TELEVISION CREDITS (CONTINUED)

### ASSOCIATE PRODUCER / PRODUCTION MANAGER

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America's Best	<b>Food Network</b> / Triage Ent.	Variety – Series	2010
Disney's Einstein Pals Just for Toddlers	<b>Direct-to-Video</b> /Amer - Eng Ent.	Short Form– How To	2007
Muppets Promo	<b>Disney</b> / Amer - Eng Ent.	Short Form – Promos	2007
Knot's Landing Reunion Special	<b>ABC</b> / Chloe Prods.	Variety – Special	2005
The 6 <sup>th</sup> Annual A Home for the Holidays	<b>CBS</b> / Triage Entertainment	Variety – Music / LTT	2004
The Hollywood Squares (Season 5)	<b>Syndicated</b> / Kingworld	Variety – Game / Strip	2002 - 2003
The 44 <sup>th</sup> Annual Grammy Awards	<b>CBS</b> / Pierre Cossette Prods.	Variety – Awards / Live	2002
The Ananda Lewis Show (Season 1)	<b>Syndicated</b> / Kingworld	Variety – Talk / Strip	2001
The 43 <sup>rd</sup> Annual Grammy Awards	<b>CBS</b> / Pierre Cossette Prods.	Variety – Awards / Live	2001
I Want A Divorce!	<b>FOX</b> (Not Aired) / Chloe Prods.	Variety – Special	2001
The 1 <sup>st</sup> Annual Latin Grammy Awards	<b>CBS</b> / Pierre Cossette Prods.	Variety – Awards / Live	2000
Music Mania	<b>FOX</b> / Chloe Prods.	Variety – Music / LTT	2000
It's Your Chance of a Lifetime (Season 1)	<b>FOX</b> / Brad Lachman Prods.	Variety – Game / LTT	2000
Beverly Hills 90210 Goodbye	<b>FOX</b> / Brad Lachman Prods.	Variety – Special	2000
World's Funniest Game Show Moments	<b>FOX</b> / Brad Lachman Prods.	Variety – Clips / VO	2000
The World's Sexiest TV	<b>FOX</b> / Brad Lachman Prods.	Variety – Clips / Wrap	2000
The World's Funniest!	<b>FOX</b> / Brad Lachman Prods.	Variety – Clips / Wrap	2000
The World's Funniest International!	<b>FOX Int'l</b> / Brad Lachman Prods.	Variety – Clips / Wrap	2000
TV Guide: Truth Behind the Sitcoms (Pt1 – 5)	<b>FOX</b> / Brad Lachman Prods.	Variety – Special	1999 - 2000
Twisted TV	<b>FOX</b> / Brad Lachman Prods.	Variety – Clips / Wrap	1999
The 1999 Emmy Awards Pre-Show	<b>FOX</b> / Brad Lachman Prods.	Variety – Special / Live	1999
Outrageous TV	<b>FOX</b> / Brad Lachman Prods.	Variety – Clips / Wrap	1999

### PRODUCTION COORDINATOR

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1997 – 1999 Production Coordinator Credits Furnished Upon Request