



SUMMARY

Detail-oriented and adaptable production professional with over 7 years of experience supporting television, film, and media operations. Proven ability to manage logistics, coordinate teams, and streamline administrative workflows in fast-paced environments. Strong communicator and problem-solver with a passion for creative collaboration and production efficiency.

EDUCATION

Indiana University - Bloomington

B.A. in Cinema and Media Arts |
Distinguished Honors Recognition

SKILLS

- Production Coordination & Office Management
- Microsoft Office | iWork | Canva | Wide Orbit
- Data Entry | Time Management
- Administrative Work | Problem-Solving | Adaptability
- Effective Communication | Team-Oriented | Organization
- Willingness to Learn | Studio & Vendor Relations

CERTIFICATIONS

- TEFL Certification LVL 5

PROJECTS

Crew Appreciation & Event Coordination

- Organized, created, and distributed personalized crew gifts for over 150+ production team members across multiple departments
- Partnered with food vendors to coordinate and execute large-scale appreciation events, serving 150+ crew members
- Collaborated with department heads, studio representatives, and logistics teams to ensure seamless event setup and execution for production staff

Production Logistics & Studio Systems

- Managed the shipment and nationwide tracking of high-value production gear, ensuring timely delivery and proper handling
- Designed and maintained a comprehensive internal directory system for both production and studio crew, improving communication and team connectivity across departments

PROFESSIONAL EXPERIENCE

Netflix - Atlanta, GA

Travel Assistant (Contract) | Feb 2024 - Apr 2024

- Coordinated transportation logistics for cast and crew, including booking rental cars and hotel accommodations
- Managed updates to travel agreements to reflect real-time changes
- Assisted the Travel Coordinator with scheduling and documentation
- Maintained accurate records in internal travel and production databases

NBCUniversal - Atlanta, GA & Los Angeles, CA

Office Production Assistant (Contract) | Nov 2022 - Mar 2023 & Jun 2021 - Jan 2022

- Managed production office logistics, including scheduling, supplies, and email communications
- Prepared and filed production documents and reports for internal use and archiving
- Coordinated with departments to resolve off-set issues impacting production flow
- Cultivated professional relationships between internal teams and external vendors

FX - Atlanta, GA

Assistant Production Coordinator (Contract) | Jul 2022 - Sep 2022

- Supported production coordination, including daily report filings and timesheet oversight
- Managed administrative workflows to ensure on-time payroll and production deliverables
- Maintained interdepartmental communication for smooth on-set operations

Production Secretary (Contract) | Jan 2022 - Jul 2022

- Organized production office workflows, including distribution of call sheets and crew coordination
- Ensured studio documentation accuracy and maintained internal filing systems
- Supported production leadership in maintaining vendor and team relations

Nexstar Media Group - Indianapolis, IN

Copy Editor | May 2019 - May 2021

- Customized and edited commercial copy for regional television advertisers
- Anticipated last-minute programming changes and managed tight production deadlines
- Delivered high-quality service through precise communication and organization

WTIU PUBLIC TELEVISION - BLOOMINGTON, IN

Schedule Director | Mar 2017 - May 2019

- Oversaw the television schedule team to ensure program accuracy
- Directed the WTIU Newsbreak and News Tease, aligning broadcast priorities
- Monitored scheduling channels for quality assurance and made real-time updates