

<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Self-motivator yet diligent and energetic team member</li> <li>• Strong multi-tasker, communicator and listener</li> <li>• Thrives in high pressure situations and fast-paced environments</li> <li>• Produced high profile celebrity shoots</li> <li>• Mac OS, Windows, Microsoft Office Suite, Donovan Presto, AccPak, Brand Ocean, Aura, Concur</li> </ul>	
<b>Experience</b>	
Roberts + Langer DDB (Formerly Roberts & Tarlow, Carlson & Partners) Clients: Neutrogena, Johnson & Johnson Corporate, Lubriderm, Kraft Philadelphia, Infants' Mylicon L'Oreal/Ralph Lauren Fragrances, Electrolux, Infants' Mylicon, Mylanta, Lactalis President Brie Stony Brook University	
<i>V.P., Senior Producer</i> <i>Senior Producer</i> <i>Producer</i>	<i>Feb 2017 - Present</i> <i>April 2013 – Feb 2017</i> <i>Jan 2009 – March 2013</i>
<ul style="list-style-type: none"> <li>• Responsible for all facets of broadcast advertising production, including bidding, director / editor/music search and selection, filming, casting, actualizing budgets, supervising post-production, internal team management and balancing vendor relationships</li> <li>• Interface directly with clients, coordinating and executing high-quality deliverables to meet time sensitive deadlines</li> <li>• Create detailed project plans, supervising various departments and resources</li> <li>• Produce talent shoots and manage CGI/special effects post-production for DDB Paris.</li> <li>• Keep creative and broadcast departments abreast of industry changes, technologies, and new talent</li> </ul>	
Associate Producer	<i>Feb 2007 – Dec 2008</i>
<ul style="list-style-type: none"> <li>• Assisted senior producers on daily operations and tasks on major productions</li> <li>• Budgeted and supervised product and live-action shoots for tagging purposes.</li> <li>• Executed contracts with production companies and music companies on behalf of clients</li> <li>• Supervised post-production of broadcast commercials</li> <li>• Produced animatics, internal client videos, web videos, web tutorials, radio commercials, pre-existing commercial revisions and tags</li> <li>• Collaborated with interactive agency to supply materials for interactive advertising</li> <li>• Coordinated pre-production and budgets with international clients and agencies</li> </ul>	
Production Assistant Freelance Production Assistant	<i>July 2004 – Feb 2007</i> <i>Feb 2004 – March 2004</i>
<ul style="list-style-type: none"> <li>• Provided primary support for Broadcast Department including EVP/Director of Broadcast</li> <li>• Arranged travel for agency and celebrity talent</li> <li>• Document preparation and word processing including bid specs, contracts, PO's, insurance certificates, finals casts, releases &amp; SAG contracts</li> <li>• Station 12 clearance of talent</li> <li>• Established and maintained archiving systems including historical tape, product models, wardrobe and digital libraries</li> <li>• Coordinated and planned model-making needs</li> <li>• Liaised with production companies, vanity &amp; talent agencies, editorial, music, and effects houses</li> <li>• Acted as an intermediary between the broadcast and accounting department</li> <li>• Arranged supply of broadcast materials for international offices</li> </ul>	
DDB Worldwide Communications Inc.	<i>July 2003-Dec 2003, Breaks 2000-2002</i>
<ul style="list-style-type: none"> <li>• Receptionist and clerical support</li> </ul>	
<b>Education</b>	
SVA Continuing Education: Producing Commercials for Television	2005
Binghamton Univeristy – BA Psychology	2000- 2003
Fordham Univeristy – Liberal Arts	1999