

Experience

University of Colorado Denver, Denver, CO

Lecturer (2021-Present)

- Design 16-week semester courses in English and Film Studies.
- Teach classes sized from seven to 100 students.
- Experience with in-person, synchronous, and asynchronous class models (ie. online learning).
- Courses: Fundamentals in Film and Television, Producing for Film and Television, Culture of Television, Writing Workshop, and English Composition I and II.

Freelance Journalist, Remote

(2015-present)

- Journalism for magazines, film, television, and book criticism; digital marketing copy for various businesses.
- Select Clients: Modern in Denver, Chicago Review of Books, Brooklyn Based, Curio, The Brooklyn Rail

Sara Webster Creative, Brooklyn, NY and Denver, CO

Copywriter (2017-2021)

- Digital marketing copy for various businesses.
- Select Clients: Annabel Media, Compass Real Estate, Champs Sports, 5280 Construction, EBANX

Marvel Television, New York, NY

Manager, Live Television Production (2015-2016)

- Managed shows under Netflix's Marvel production order: *Daredevil*, *Jessica Jones*, *Luke Cage*.
- Analyzed show productivity based on direction, writing, and producing elements.
- Responsible for restructuring and overseeing asset systems.
- Worked with Marvel marketing and publicity on Netflix promo shoots while coordinating with principle photography units.
- Strategized with team to problem-solve production elements while adhering to Marvel creative incentives.

NFL Films, Mt. Laurel, NJ

Per Diem Employee (2003-2014)

Super Bowls 39-48 (2005-2014)

Production Coordinator, International Broadcast Support

- Coordinated approximately twenty international broadcasters' NFL ground operations while supervising lighting crews and production assistants. Dealt with utility vendors' on-site logistics. Handled credentialing, parking, etc.

Media Broadcast Bootcamp (Spring 2012, 2013, 2014)

Travel Coordinator

- Organized travel for twenty-five football players, and thirty network sports commentators for four-day media training. Included air travel, ground transportation, hotel pick-ups and returns, various event site moves, working within specific schedules for each commentator or player.

Promos, Commercials, Short Form Segments (2003-2013)

Production Manager/Coordinator

- Maintained and actualized the budget, hired crew, set up and oversaw set operations, completed wrap accounting. Worked with NFL League marketing when appropriate.

HBO's Hard Knocks (Miami Dolphins-2012, Cincinnati Bengals-2013)

Production Manager

- On location production – typical Production Manager responsibilities plus handled weekly football game workings, ie. credentialing, stadium logistics. Ran the local production site. Put together location segment shoots.

Freelance: Film, Television, Web, and Commercial Broadcast Production, New York City, Philadelphia
Studio-backed feature films, independent films, episodic television, reality television, regional
and national commercials, network promos and segments, brand-sponsored webseries, and corporate videos.
Select Studios: HBO, AMC, Warner Brothers, Sony, Focus Features, 2929 Entertainment, NBC Universal

Production Supervisor (2011-2015)

- Managed project from conception to shoot to wrap.
- Responsible for production budget.
- Hired and managed crew; executed deals, established lasting relationships with department heads via good communication and management techniques.
- Managed actors.
- Settled and worked with legal on contracts and deals.
- Liaised between production company, studio, agency, client, and crew to ensure both timeliness and agreement with shoot decisions pertaining to creative content.
- Select Credits: *Glee*, *Beauty and the Beast*, *Oreo*, *Comcast Cable*, *Hudson Valley Ballers*, *Seriously Distracted*.

Production Coordinator/Secretary (2007-2011)

- Ran the production office from lease execution to daily function, to account maintenance, to overseeing a production staff, and to move out at wrap.
- Created and maintained production-wide distribution systems for important documents, ie. scripts, schedules, daily shoot logs, production reports, etc. for feature films and episodic television.
- Point person for equipment bookings, contract execution, travel, logistics, and insurance.
- Select Credits: *Arthur* (2010), *Limitless*, *Flight of the Conchords*, *Sisterhood of the Traveling Pants pt. 2*.

Production Assistant (1999-2007)

- Assisted on production sets with holding, organizing talent, running errands, craft service, etc.
- Performed administrative tasks such as phone reception, research, and office maintenance.
- Select Credits: *Spider-Man 3*, *Mad Men*, *Invincible*, *Dinner Impossible*, *MasterCard*, *MTV Promos*.

Belladonna Productions, New York, NY (2006-2008)

Script Reader

- Read and covered film scripts for production consideration.

Education

New York University, New York, NY and Paris, France (2015)
MFA in Creative Writing

University of Arizona, Tucson, AZ (2001)
BA in Media Arts

Skills

MS Office, Movie Magic Budgeting, Movie Magic Scheduling, Showbiz Budgeting, Point Zero Budgeting, Final Draft, Canvas, Google Suite, iOS and PC computer systems.