

**EMPLOYMENT HISTORY****APOC – Disney ImageMovers Digital – 1/2010 – 4/2010**

“Yellow Submarine” – Producers: Robert Zemeckis, Steve Starkey, Jack Rapke

**APOC – Disney ImageMovers Digital – 11/2007 to 5/2010**

“Mars Needs Moms” – Directed by Simon Wells

**Associate Producer – Documentary – 6/2009 to 4/2010**

“Behind the Burly Q” - Directed by Leslie Zemeckis

**APOC – Disney ImageMovers Digital – 2/2009 to 7/2009**

“The Walk” (Philippe Petit Project) – Producers: Robert Zemeckis, Steve Starkey, Jack Rapke

**APOC– Disney ImageMovers Digital– 11/2007 to 6/2009**

“A Christmas Carol” – Directed by Robert Zemeckis

**Associate Producer – Riddle Productions – 10/2005 to 11/2007**

Partial List of Responsibilities:

- Managed physical production for the MTV Daily Rage (VG) and Stranger Adventure Series
- Created budgets for all projects
- Programming Schedules
- Liaison between all departments
- Working with Head of Studio running the day to day operations of company
- Writing proposals for MTV and game schedules
- Script breakdown
- Booking crew and talent
- Wrapped up production projects and reconciled budgets

**Freelance Production Manager - 1996 to 2005 (Partial List of Companies)**

RSA/USA , Black Dog, Anonymous Content, Compulsive Pictures, Klausky Csupo, Artist Company

**SUMMARY OF ATTRIBUTES – Partial List**

- Budgeting skills for Movie Magic, Point Zero, AICP Bidding
- MAC & PC proficient
- Managed all aspects of physical production from development to post production and delivery
- Arranged, booked and negotiated Motion Capture rates and sessions for talent
- Coordinated digital delivery of assets between departments
- Kept complete inventory of all MOCAP assets for several shows at once
- Complete SAG and DGA contracts, delivery, approval and end of show paperwork
- PO's, petty cash, budget reconciliation, callsheets, production reports, equipment rentals
- Kept complete inventory of physical and digital artwork on server, along with Hero Art Books and lighting launch for DP
- Coordinated freelance artists and worked with in-house production designer
- Script breakdowns, minor and location permits, talent gifts, wrap parties
- Travel for crew and talent
- Kept complete Marker inventory for MOCAP department
- Savvy equipment and vendor negotiations
- Able to meet tight deadlines in a fast-paced environment
- Excellent multi-task skills with the ability to work on several projects at once