

## EXPERIENCE

### DISNEYLAND, ANAHEIM, CA

JULY 2015 – PRESENT

#### *Resort Enhancement – Park Decorator*

- Inspect, fabricate and install props and holiday décor within the Disneyland Resort; includes installations in both rides and themed lands.
- Fulfill work orders at both parks and follow through with ongoing projects to completion. Practice efficient time management skills in order to complete all tasks on schedule.
- Keep/reference photo records of all existing and new installations; decorate to standards set by management.

### I HATE MY YARD, MAGNETIC PRODUCTIONS, LOS ANGELES, CA

JULY 2014 – DECEMBER 2014

#### *Design Assistant/Set Decorator*

- Assisted the Production Designer with conception and decoration of 13 episodes of the third season. Researched and purchased décor for homeowners' backyards, while incorporating a complete design plan and color palette. Was always mindful of the design style and balance of the entire space.
- Tracked the Art Department and homeowner project budget in conjunction with each episode budget.

### DISARMING FILMS, LOS ANGELES, CA

JULY 2013 – NOVEMBER 2013

#### *Production Coordinator*

- Responsible for organizing documentary film shoots across eight states. Selected crew, paid invoices for both independent contractors and full time employees. Generated call sheets and logistical documents.
- Created improved filing system for all cast/crew start paperwork; organized Production and Post Production calendars for company distribution.

### ARRESTED DEVELOPMENT, LOS ANGELES, CA

AUGUST 2012 – MARCH 2013

#### *Property Assistant*

- Assisted the Propmaster and Prop department with organization of all inventoried items, including high-valued assets. Worked with Twentieth Century Fox and Netflix on future storage of all wrap contents (over 800 items) while maintaining a comprehensive database used in multiple departments.
- Liaised with production services including Accounting, Art Dept., Set Decoration and Transportation.

### PRODUCTION ASSISTANT, LOS ANGELES, CA

2011 – 2014

#### *Freelance Production Assistant*

- Shows include: The Bachelorette (ABC/NZK Productions), NickMom Night Out (Nickelodeon), The Secret Circle (The CW), Ugly Betty (ABC) and Master Class (DS2DIO), among many others.

### ROUTE 66 MODERN CLASSICS, LOS ANGELES, CA

2010 – 2012

#### *Marketing Coordinator and Sales Associate*

- Generated over \$24,000 of revenue in a single day via sales of Genuine scooters/accessories.
- Maintained company website; created graphic design work for campaigns and promotions; managed social media accounts including Facebook and Twitter.
- Overhauled merchandise display design to create more cohesive and customer friendly shopping experience.
- Supported Company President in organization of promotional events; including an event with over 60 scooters and 100 attendees to the premiere of *Larry Crowne*. Liaised with major studios on logistical details.

## EDUCATION

### NEW YORK UNIVERSITY, NEW YORK, NY

B.F.A. JANUARY 2010

B.F.A. Film and Television Production at the Tisch School of the Arts. 3.7 GPA, Dean's List, Graduated with Honors.

## TECHNICAL ABILITIES

Experienced with graphic design and editing software, including Final Cut Pro and Adobe Photoshop. Highly proficient with QuickBooks POS and Microsoft Office. Skilled in working with hand tools and basic construction. Able to drive multiple vehicles; including cargo vans, large scale cube trucks and high reach aerial lifts. 80wpm.