

Three things about "T2":

1. Coffee guzzling focused multitasking psychic committed to getting the job done on time and on budget by any (legal) means necessary.
2. Logistics guru who also uses creative skillset to ensure success.
3. Wonder Woman passionate about working with multicultural teams.

E X P E R I E N C E

DATES	POSITION(S)	COMPANY
2002 – Current	PRODUCTION COORDINATOR PRODUCTION MANAGER FIXER WRITER DIRECTOR PRODUCER SHOWRUNNER Budget long and short form, scripted and unscripted Book and manage travel and scheduling within budget guidelines Source, book and oversee technical crew to deliver creative vision Create and manage formats and facilitate production paperwork such as: budgets, schedules, call sheets, production reports, story notes, expense reports, cash flow, etc Work with International cast and crews, dealing with different cultures Manage and facilitate customs shipments and clearances Liaise with cast, crew, executives, government agencies, etc Source and oversee postproduction (inclusive of graphic design and editing) Creating (or sourcing) and curating targeted marketing materials Navigate distribution channels Create compelling content from development to distribution Pitch creative to executives Oversee content direction and production independently	FREELANCE
2003 – 2019	SCRIPT SUPERVISOR [commercials, narrative, live] Monitor script and action detail on set Keep detailed notes of each setup and then each take while filming: camera, lighting, action, costume, audio, makeup etc Compile a "script bible" for the editor to be able to successfully cut together the project in postproduction	FREELANCE
2013	ASSOC. VICE PRESIDENT, PRODUCTION Managed and developed the following six departments: 1] Camera – ENG & Studio 2] Studio Operations (locations & personnel) 3] Outside Broadcasts 4] Editing & Graphics 5] Sports 6] Production Created and Implemented new operational systems for every department Streamlined operations, cutting previous overtime expenditure by 90% Reinvigorated staff and ensured departments worked together Implemented cross departmental training	CVM TV
2012 - 2013	ADJUNCT LECTURER Introduction to TV Production Television Production 1 Electronic Field Production Script Writing Used experience in the field to impart practical knowledge. Facilitated several real-world projects for senior classes	NORTHERN CARIBBEAN UNIVERSITY

EXPERIENCE cont'd

DATES	POSITION(s)	COMPANY
2001 - 2002	PUBLIC RELATIONS MANAGER Wrote and placed all press releases Media liaison Coordinated press/media junkets Coordinated local and international weddings and events, on and off site	GRAND LIDO SANS SOUCI
1998 - 2001	ACCOUNT EXECUTIVE COPYWRITER NEW BUSINESS & CREATIVE DIRECTOR Assisted with growing the agency to one of top three on the island Developed, wrote and pitched award winning campaigns Wrote many taglines/creative some of which were still in use Wrote and executed all budgets Wrote and (agency) produced all TV commercials Hired additional members for the creative team Sourced and oversaw all creative vendors	OGM INTEGRATED COMMUNICATIONS LTD
1997 - 1998	BROADCAST TRAFFIC ASSISTANT Tracked all client commercials and print ads Oversaw talent contract residuals General office/administrative assistance	AMMIRATI PURIS LINTAS
1991 - 1992	ENTERTAINMENT SUPERVISOR Interacted with many cultures Led a team of 12 coordinators Coordinated schedules of department Coordinated large events such as concerts and conferences Created and coordinated daily and nightly activities	SANDALS RESORTS INTERNATIONAL

EDUCATION

Editing	New York Film Academy, New York, NY
Script Supervision	Digital Film Academy, New York, NY
B.Sc (Adv/Tourism)	Florida International University, North Miami, Florida

AWARDS

Hip Hop Film Festival 2019 - Nominated for Best Screen Play – WINSTON
 Silver 2019 Advertising Federation Award - Local Television Commercial Campaign KFC Big Match
 Silver 2019 Advertising Federation Award - Local Television Commercial Campaign KFC Music Moves
 Silver 2018 Advertising Federation Award - Local Television Commercial Campaign KFC Bucket Life
 Silver 2017 Advertising Federation Award - Local Television Commercial Campaign KFC Big Deal
 Silver 2017 Advertising Federation Award - Local Television Commercial Campaign KFC Jamaica is a Big Deal
 Gold 2017 Advertising Federation Award – Regional/National TV Campaign KFC Jamaica is a Big Deal
 Yello Marketing Excellence Award – Jamaica Chamber of Commerce 2017 KFC Jamaica is a Big Deal