



Leader. Creator. Project Manager. Educator. Systems Thinker.

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Summary

I'm a seasoned creative project manager specializing in media production. With decades of experience in leadership, I can offer end-to-end management of media projects, the teams responsible, and the stakeholders involved. My experience in education adds training and mentorship components to my management style. Instructional design also adds to the purposeful use of communication, message delivery, and objective-driven design for any deliverables. Advanced command of project management design and architecture unifies my expertise in media development and project communication into an efficient and scalable system that is applicable across numerous industries. In my role, I hope to help foster an equitable and supportive culture with colleagues, execute higher-level strategic initiatives, and just plain have fun doing what I'm good at.

Experience

University of California Irvine - Division of Continuing Education ASSISTANT DIRECTOR, MEDIA

April 2019 - PRESENT, IRVINE, CA

- * Head of a full media production team, responsible for organizing and facilitating the creation of instructional and marketing media in support of courses offered at UCI DCE.
- * Hired, trained, and supervised the entire team of media professionals, supporting higher-level management of the instructional design shop and its portfolio.
- * Produced 700+ course and marketing videos.

PRODUCER

April 2018 - April 2019, IRVINE, CA

- * Supported and facilitated video production of course media, focusing on pre-production setup, execution of production, and completion of post-production.

Coastline ROP INSTRUCTOR, VIDEO PRODUCTION

March 2013 - April 2018, LAGUNA HILLS, CA

- * Responsible for instruction, mentoring, and curriculum design in all phases of video production.
- * Award-winning video producer for internal, instructional, narrative, and promotional video content.
- * Guided and mentored 500+ students.
- * Taught 5 separate courses across various levels and disciplines in film and video production.

Hybrid Cinema, LLC

EDITOR

March 2012 - March 2013, LOS ANGELES, CA

- * Edited feature-length documentary "Bomb It 2" (2012).
- * Edited main feature for both DVD and digital release.
- * Edited theatrical trailer.
- * Created promotional and bonus DVD content.

Entertainment Studios

TAPE & CAMERA OPERATOR

August 2011 - November 2012, LOS ANGELES, CA

- * Operated tape or camera on hundreds of Electronic News Gathering (ENG), sitcom, and reality program episodes.
- * Credited on nearly 300 studio and on-location productions.
- * Participated in various roles from production assistant to camera operator.
- * Served as gaffer on sound stage and tape operator in the video booth for studio production.

Lyons Township Television

PRODUCTION ASSISTANT

September 2010 - August 2011, LA GRANGE, IL

- * Assisted and supervised dozens of shoots including live events, sports, performing arts, talk shows, and commercials.
- * Served as a lighting designer for live studio talk show production.
- * Directed cinematography on a competition commercial submission.
- * Culminated position by directing a fully student-staffed short film.

Walgreens

EXECUTIVE ASSISTANT MANAGER

September 1996 - September 2010, (various), IL

- * Supervised store operations at numerous locations.
- * Advanced through all major store positions.
- * Supervised crews of up to two dozen or more at over half a dozen locations.
- * Hired, trained, managed, and mentored 100+ employees over 14 years.

Education

Illinois Institute of Art

JUNE 2008 - JUNE 2011, SCHAUMBURG, IL

BFA - Digital Filmmaking & Video Production

Roosevelt University

AUGUST 1999 - JANUARY 2003, SCHAUMBURG, IL

BA - Communications (Media Studies)

Certification

- * Google Project Management Certification
- * Adobe Certified Associate - Photoshop
- * Adobe Certified Associate - Premiere Pro
- * Clear Teaching Credential

Skills

LEADER SINCE 1998

- * 14 years in retail management, overseeing hiring, training, and supervision of diverse staff.
- * Directed numerous video crews, bringing ideas from concept to delivery.
- * Half a decade as a teacher, instructing and guiding hundreds of students in skill identification and development.
- * Head of an educational media production team, managing and producing content for courses and marketing.

CREATOR SINCE 1996

- * Mastery in audio and video creation, including music creation, performance, and recording.
- * Command of full video production process with proficiency in graphic design and animation workflows.
- * Voice artist with hundreds of hours of voiceover work.
- * Published author of short stories and two novels.

PROJECT MANAGER SINCE 2003

- * Skilled in traditional and agile methodologies, using software such as Wrike and ClickUp.
- * Managed creative projects of varying scales, from large teams to solo efforts.
- * Meticulously organized and executed complex task architectures using software management tools as well as physical documentation.
- * Expertise in process design, managing assignees, scheduling dependencies, and stakeholder management.

EDUCATOR SINCE 2013

- * A decade of service in both classroom teaching and higher education course content development.
- * Committed to making education illuminating and rich for students.
- * Focus on intentional instructional design methods and innovative pedagogy.

SYSTEMS THINKER SINCE 2013

- * Holistic approach to end goals with structured and strategic thinking.
- * Analytical ability to interpret and troubleshoot the functionality of every part of the "machine."
- * Promotes cohesive teamwork and efficient output.
- * Ensures systematic and predictable success.

Additional

LOS ANGELES / ORANGE COUNTY / BOISE

- * Voiced Narration for UC Irvine Division of Continuing Education Course Media (2020-present)
- * Voiced Narration for YouTube Channels: "Elon Musk Rewind," "Celebrity Rewind," "History Rewind" (2021)
- * Published novels "Signus" (2018) and "The Winter Hollow" (2019)
- * Produced and Edited "Earthroots" TV Promo (2018)
- * Short Stories "Grow Fonder" and "Ships Passing in the Night" Published (2017)
- * Directed "The Color of Life," Winner of Excellence in Storytelling at 51st Annual CSMF (2017)
- * Directed & Edited "Walter Johnson Johnson Middle School" Pilot EP.1 (2015)
- * EVS Operator at 85th Annual Academy Awards (2013)
- * Wrote "Henchmen" Feature Screenplay (2012)
- * Edited "Bomb It 2" Feature Documentary (2012)
- * Wrote, Directed & Edited "WZOM" Short & "The Making of WZOM" (2012)
- * Wrote, Directed & Edited "SKOL 360" and "Hunter Fans" Commercials (2012)
- * Camera Operator on "Lumber Liquidators" Commercial (2012)
- * 1st Assistant Camera on "Learning Spanish The Hard Way" Short (2011)

CHICAGO

- * Wrote, Directed, Edited & Casted Short Features: "Forgetting Tomorrow," "Fred's Lucky Day," "Ghostventures," "WZOM" (2010)
- * Gaffer & Grip on "Inspectres" Feature (2010)
- * Directed & Edited "Light For Children" Short Documentary (2010)
- * Recognized in National Publications for "Deadscapes: Broken Road"
- * Wrote, Produced, Directed & Edited 2 Mini-Series "Deadscapes" (2006)
- * Wrote, Produced & Directed Feature Film "Circling the Drain" (2005)