

## Work Experience

### WARNER BROS. TECHNICAL OPERATIONS

**Digital Art Coordinator and Global Client Administrator / Territory Manager for the Americas, UK, and Ireland**

June 2013 – Present | Burbank, CA

- Client-facing liaison to our largest digital film distributor, iTunes, supporting end-to-end execution of asset deliveries and quality control for Warner Bros.' film titles.
- Managed extensive WB sales' action items for territory film and television promotions.
- Streamlined communication and process workflow between internal WB marketing, design firms, worldwide licensees, and metadata vendors, to better understand priorities and translate them into actionable steps for supply chain resources and timely completion of domestic and foreign artwork.
- Personally managed iTunes poster artwork, as well as "overflow" for foreign territories when creative firms could not meet required delivery deadlines. These resulted in considerable cost-savings for the company.
- Managed tutorials and extensive troubleshooting with creative firms to ensure art assets met required specs, and were correctly uploaded into WB's digital archives.
- Additional client support for iTunes' day-after episodic television releases, including asset management, quality control, promotions, and greenlights.

### LOST ART PRODUCTIONS, LLC

**President / Founder**

June 2015 – Present | Sierra Madre, CA

- Created film production company for documentary feature, **Richard Amsel: Illustrator of the Lost Art**.

### WARNER BROS. DIGITAL OPERATIONS

**Film and Digital Art Coordinator**

December 2008 – June 2013 | Burbank, CA

- Personally performed extensive overhaul of studio's digital art archive, preparing new assets for missing, obsolete, or unsatisfactory art files within 10,000+ film and television library.
- Managed domestic film and television artwork for studio's digital operations team and *The Warner Archive Collection*, working in close association with WB Home Video and DVD production in providing customized images to top tier clients – including Apple iTunes, Microsoft XBOX, Sony, Netflix, Amazon, DirecTV, and more.
- Metadata product management for film, mobile, and app releases (including DC's Comixology titles), working with an offshore vendor to ensure metadata integrity and timely product setup to meet required client deadlines.
- Managed digital accounts for *WHVDirect.com*, WB's online press and marketing resource.
- QC of screeners for The Warner Archive Collection's MOD titles.

### WALT DISNEY PICTURES WORLDWIDE TECHNICAL SERVICES

**QC Administrator / Assistant to DVD WTS Design Team (Contracted temp)**

August – October 2008 | Burbank, CA

- Performed extensive digital restoration and touchup work on old and obsolete DVD menus.
- Reworked DVD menu pages for language translations, including image and text redesigns.
- QC of all incoming / outgoing content for the preparation and delivery of DVD menu art assets to foreign vendors.
- Assisted designers with capturing screengrab images for menu layouts.

### ASCENT MEDIA — LEVEL 3 POST

**Business Development / Sales Assistant**

November 2004 – March 2008 | Burbank, CA

- Supported senior VPs of sales, catering to all post production services for television.
- Created weekly sales database tracking all major television production, including pilots, half hours, hours, MOWs, and TV specials.

## Education

### VASSAR COLLEGE

Poughkeepsie, NY

Bachelor of Arts Degree. Major: Film Studies.

- Graduated Cum Laude in Materia Subiecta.
- Recipient of *The David C. Magid Memorial Prize* for academic excellence in film studies and cinematography.
- Won awards for student film work.

## Professional Skills Overview

### Art, Design & Animation:

- Award-winning artist / illustrator, able to work in different media and styles. Proficient in traditional techniques as well as digital art and animation applications, graphic design, typography, layout, set and production design for theater and film, advertising, and photo restoration / retouching.
- Art and illustration created for the following clients and publishers:
  - Intrada Music
  - The Newport Beach Film Festival
  - Mars Rising Films
  - Red Dot Films
  - Month 9 Books / Tantrum Books
  - Rolling Boulder Films
  - Hollywood Stories Publishing
  - Academy for New Musical Theatre
- Extensive experience in Photoshop, Illustrator, and other Adobe creative and publishing software.
- Animation: Experience in Adobe After Effects, Toon Boom, Maya/3D, and Macromedia Flash.
- Web design: Proficient in Dreamweaver and Wix for building graphics-heavy websites and web content.

### Film & Video:

- Award-winning writer, director & cinematographer.
- Strong background in film production, cinematography, and production design.
- Over a decade of experience in film and television post production, including editing, sound editing, as well as marketing and sales.
- Cinematographer of documentaries and short films; longtime cameraman for various cable television talk shows, arts, news and sports coverage.
- Editing: Linear and non-linear film and video editing, including 16mm and 35mm film, Adobe Premiere Pro, Avid Media Composer, Final Cut, Pinnacle Studio, and others.

### Writing:

Strong writing skills, including press releases, newsletters, screenwriting, script notes, grant writing, creative pitches, copy editing, layout, and digital typesetting.

### Administrative:

Computer savvy with Windows and Macintosh systems. MS Word, Excel, Power Point, Filemaker Pro, SAP, Sharepoint, MSB, Act, Outlook, Xymox, Chermox, Xytech, UpDoc, MARS, DETE & COSMOS client onboarding, many others.

## ASCENT MEDIA — CREATIVE SERVICES

### Business Development / Sales Assistant

May – November, 2004 | Hollywood & Santa Monica, CA

- Supported VP of feature services, catering to the newly emerging sales markets of digital intermediates, as well as previews and dailies for feature films.
- Made extensive “cold” sales calls, with regular follow through.
- Prepared company presentation materials, press kits, budgets, post production schedules, expense reports, and corporate revenue flowcharts.

## COLUMBIA COLLEGE HOLLYWOOD

### Admissions & Marketing Coordinator

December 2003 – May 2004 | Tarzana, CA

- Developed sales and marketing strategies to better promote non-profit film school, entailing new internet campaigns, print ads, and redesign of college’s website.
- Personally visited high schools and career fairs throughout southern California for face-to-face meetings with prospective students. This targeted, personalized approach helped increase student enrollment by over 15% in five months, without taking away from the college’s limited budget.

## REVOLUTION STUDIOS

### Post Production Coordinator

September 2002 – February 2003 | Santa Monica, CA

- Assisted the head of post production, and served as studio liaison in researching and interviewing post production service companies throughout the Los Angeles area.
- Prepared weekly film status reports and post production schedules, and coordinated talent screenings and transfers of film elements throughout the world.

## ASCENT MEDIA — SOUNDELUX (formerly LIBERTY MEDIA)

### Sales Coordinator / Business Development Assistant

November 1997–September 2002 | Hollywood, CA

- Assisted company talent by writing creative “pitches” to producers. In at least one instance, my written proposal was deemed the deciding factor that closed a deal — a film that produced nearly a million dollars’ worth of revenue for the company.
- Information “point person” for marketing, sales, and corporate teams within 36 company infrastructure, personally developing a comprehensive database tracking thousands of films from development through post production; this involved extensive research and direct communication with studios and production companies worldwide.
- Administrative assistant to sales executives and senior vice president of business development.
- Prepared weekly sales revenue reports, film schedule flowcharts, script breakdowns, sales presentations, and assisted in post production bids; managed all PR materials and resumes for sound supervisors, mixers, and editors.
- Initiated grant program of post production sound services for independent filmmakers; Served as sound assistant for numerous student and short film projects; coordinated special sound seminar for the American Film Institute.

## BIG TICKET TELEVISION

### Writer/Producers’ Assistant

October 1996 – July 1997 | Hollywood, CA

- Administrative assistant to two writer-producers. Heavy phones, scheduling, and script coverage.

## Internships & Volunteer Work

FOUNDATION FOR THE JUNIOR BLIND, Los Angeles, CA. Volunteer/Mentor. Summer 2003.

THE POUGHKEEPSIE BARDAVON THEATER CHILDREN’S PROGRAM, Poughkeepsie, NY.

Set designer. Spring 1996.

DAVID ROYLE PRODUCTIONS, INC., New York, NY. Intern. Winter 1995.

THE BUCKS COUNTY PLAYHOUSE, CHILDREN’S THEATER PROGRAM, New Hope, PA.

Assistant Art Director; Stage Manager, and Set Designer. Summer 1995.

THE RUSHMORE FESTIVAL, Woodbury, NY. Assistant Stage Manager. Summer 1994.

HUDSON VALLEY FILM and VIDEO OFFICE, Poughkeepsie, NY. Intern. Winter - Spring 1994.

WPIX TELEVISION / TRIBUNE ENTERTAINMENT, New York, NY. Intern. Summer 1993.

TKR CABLE TELEVISION, Piscataway, NJ. Intern. September 1991 - September 1992.

THE NEW JERSEY SHAKESPEARE FESTIVAL, Madison, NJ. Volunteer. Spring 1991.

## Mentions, Honors & Awards

### ART

- Featured in Art Galleries:
  - *Capsule* (Los Angeles, CA)
  - *Gallery Nucleus* (Alhambra, CA)
- Conventions:
  - *San Diego Comic-Con*
  - *Connecticut ComiConn*
- Publications:
  - *Indymag* (featured artist & magazine profile)
  - *L.A. Weekly* (online edition)
  - *The Hollywood Reporter* (online edition)
- Awards/Honors:
  - Featured Artist: DeviantArt.com, PosterSpy.com, FanArt-Central.net
  - Artist of the Month: Digital Consciousness. November 2005.
  - NJ Courier-News: 1<sup>st</sup> & 2<sup>nd</sup> place for student editorial cartoons, 1991-1992.

### FILM

- *Director’s Citation*: The New Jersey Short Film & Videomakers Festival. 1996.
- *Honorable Mention*: SMPTE & Rochester AVA Short Film Festival. 1995.

### WRITING

- First screenplay featured by *Aint It Cool News* as one of the best “undiscovered” scripts of 2000. It was also a second place winner at *Words From Here’s* Third Annual Screenplay Competition.
- Second screenplay chosen by Hollywood blogger “The Unsung Critic” as the best script of 2006, and was a semifinalist in Amazon Studios’ very first script selections, December 2010.

## Select Film Credits

### Director/Producer/Writer/Camera/Editor

*Richard Amsel: Illustrator of the Lost Art*

(feature documentary, in progress)

*You’re Not Taping Again, Are You?*

(web series, seasons 3 & 4)

8:00 a.m. (award-winning student short)

### Post Production Coordinator

*Peter Pan* (2003)

*Tears of the Sun* (2003)

*Daddy Day Care* (2003)

*Anger Management* (2003)

### Post Production Assistant

*The Cutting Edge: The Magic of Movie Editing*

*Scotch & Milk* (sound)

*The Rules of Attraction* (sound)

### Cinematographer

*Uncomman Sense: The Art & Imagination of Nancy*

*Willard*

*Vince Germain in Divine Intervention* (short)

### Production Designer

*St. Andrews Girls*