

Creative Expertise in Video, Television and Web Production

Creatively driven production professional with 15+ years of industry experience. Work effectively under pressure and in high energy production settings. Extensive knowledge and experience in supervising post-production show edits. Exceptionally skilled in set design, digitizing, editing, script writing, and building show formats. Provide direction and inspiration to other members of the production team in order to achieve a higher quality of work, increased responsiveness, and commitment. Utilize creativity and out-of-the-box thinking to enhance efficiency and results.

Skills and Expertise

- Apple Final Cut Pro
- Avid Xpress Media Composer
- Leitech VR 300
- Digital and Traditional Illustration
- Interactive Media
- Web Images and Graphics
- Project Management
- Post-Production Edit Sessions

Professional Experience

Producer / Director

Serve as floor producer, field producer, and art director. Provide direct hands-on management for each assigned project from conception to launch. Responsible for production development and management of all assigned programming. Supervise overall production and organize workload by delegating various production tasks to Production Assistants. Hire and supervise project-specific staff and team members. Create and negotiate all vendor and talent contracts. Active participant in the creative vision for television programming and interactive specials. Supervise post-production edit sessions. Build show formats, cue sheets, and log footage. Create photo shoot themes and other creative ideas. Develop scripts, written project documentation, including treatments, creative briefs, and production schedules. Manage budgets and scheduling. Utilize creative ideas and thinking to maximize budget allocations. Develop and execute online promotional materials. Update and manage related web content using a content management system.

Associate Producer / Production Assistant

Prepare Chyron formats. Assist Chyron operator with graphics and Stringer Reel Sheets. Assist tape operator with Chyron information. Retrieve and edit clips in support of all assigned shows and programming. Prep audience members on expectations and desired behavior. Assist with show concepts during the creative stage.

Employment History

Black Entertainment Television, New York, NY

2000-Present

Freelance Art Director (2008-Present)

Prop Designer / Set Dresser (2008-09)

Segment Producer (2007-08)

Producer (2001-07)

Production Assistant (2000-01)

Acting Associate Producer / Production Assistant (2000)

“S.T.A.G.E! Stand Tall and Get Excited!” / “In Focus with CPS”, Chicago, IL
Editor

1998-1999

Production Experience

Freelance Art Director

BET / BET Interactive Specials
American Latino Television

“BET-INY”, BET

“Videolinks”, BET

“BET.com Countdown”, BET

Segment Producer

“onBlast”, BET

Acting Associate Producer / Production Assistant

AM@BET, BET

Producer

“My Model Looks Better than Your Model”, BET

“Real Life Divas”, BET

“Veronica Webb”, BET

BET Presents: “A Mother’s Gift”, BET

“After Dark”, BET

“Uncut”, BET

“BET Late”, BET

“A Day with Bow Wow”, BET

“BET.com Countdown” with host Ray J, BET

“The Center” with Julissa, BET

Production Assistant

“Spring Bling’s Skirts VS Skins”, BET

Prop Designer / Set Dresser

106 & Park Holiday Specials, BET, 2004 - 2009

“On the Line” Game Show, BET, 2009

106 & Park’s “Pimp My Dorm Room”, BET, 2008

106 & Park’s “Carnival on 106”, BET, 2006

“The Center” Christmas Sets, BET 2005

“Rap City” Christmas, BET, 2005

“Tigger’s Birthday”, BET, 2005

“BET’s Christmas Special”, BET, 2004

“The L-Bow Room”, BET, 2004

“Spring Bling”, BET, 2003, 2004

Production Assistant

“106 & Park”, BET

“A.M. @ BET”, BET

Education

Bachelor of Arts in Communications / Television Production, Columbia College, Chicago, IL

Associate of Arts in Liberal Arts, Lincoln College, Normal, IL