

Experience

Puppy Love, Director of Projects - Los Angeles, CA | Jan 2021 – now

- Directs multidisciplinary teams through successful execution of all projects for digital creative agency
- Manages projects from concept through execution, including virtual events, websites, apps, animations, AR filters, and more
- Builds teams of designers, developers, creative technologists, animators, editors, etc. per project requirements
- Oversees production of still photography, video, animation, UI design, and copy
- Establishes workflow and processes in Asana to ensure productivity and clarity
- Drives internal and external kickoffs and status updates to communicate changes, reach creative alignment and approvals
- Engages in conceptualization, builds scopes of work and budgets
- Clients include Motorola, Google, Visa, WSJ, and Showtime
- Manages vendor and freelancer relationships

The Bosco, Production Manager - Los Angeles, CA | Jan 2020 – Jan 2021

- Oversaw production department for pioneering events technology company, including staff management and training
- Acted as producer for all permanent installs, in-person, and virtual events for high-value accounts such as Twitter, Warner Bros., MGM, American Express, CBS, Estée Lauder, Ralph Lauren, Coach, and CHANEL
- Digital, video, and physical production for projects such as interactive websites for product launches and premieres, custom iOS/Android apps, a national AR photo booth tour, international installs, set builds, and projections
- Developed protocol for assessing and forecasting workload
- Distributed projects based on producer capacity, skill, and relationships

The Bosco, Senior Producer - New York, NY | March 2018 – Jan 2020

- Acted as primary interface between client and cross-functional internal teams, determined project timelines and task ownership, and led milestone meetings
- Oversaw deadlines for campaigns and updates to website design and interface in coordination with creative, marketing, and engineering teams
- Attended high-budget projects as on-site contact and conduit between client and internal teams
- Collaborated with sales to build and maintain relationships with key clients
- Mentored Junior Producers in workflow and client relations

Wild Dogs, Assistant Producer for OPUS 1 - New York, NY | Aug 2017 – Oct 2017

- Served as creative and operational lead for inaugural music and art festival, hosting 15,000 guests and 150 artists
- Responsible for artist relations and hospitality, catering and transportation for crew and union labor, coordination of a cohort of 50 volunteers, technical documents and install
- Managed content production for print and web, including copywriting, artist interviews, graphic design, and image retouching

VillageLIVE, Director of Communications & Outreach - New York, NY | Feb 2017 – August 2018

- Designed augmented reality walking tour with partners, focused on contextualizing NYC's LGBTQ history within the present day
- Executed grant writing, communications, outreach and partnerships with Google, National Parks Society, and the LGBT Center
- Received A&E Networks' Digital Media Storytelling Fellowship and the Brown Institute for Media Innovation's Magic Grant

Education

New York University - New York, NY | 2017

MPS, Interactive Telecommunications Program (ITP)

Reed College - Portland, OR | 2010

BA, Linguistics

Skills

Client Relations & Communication

- Project management, including work planning, asset review, risk assessment, and presentation skills
- Meticulous writing, editing, and copywriting
- Spanish, Portuguese, other Romance languages

Technical

- Asana, project management softwares
- G-Suite Adobe Creative Suite, Sketch, Figma, Sketchup
- JavaScript, Arduino, Max/MSP
- Laser cutting, woodwork, metalwork, circuitry, prototyping