

## **FREELANCE SCRIPT SUPERVISOR** <https://www.imdb.com/name/nm0700538/> **1980-PRESENT**

Well-respected, experienced professional with a track record of the delivery of complex projects in all venues, including long form, episodic, and commercials. Highly detail-oriented and organized, with a focus on timeline and resource management. Strong communicator with strong interpersonal skills and adept at stakeholder management.

### **AREAS OF EXCELLENCE**

Project Management • Content Management • Interpersonal Communication • Relationship Management • Stakeholder Management • Timeline Management • Organization • Budget Management • Multi-tasking • Offshore Team Management • Reporting • Publishing • Web Development Writing • Editing

- Preproduction duties include the preparation of a scene-by-scene script breakdown, day/night time plot, estimated running time, attendance at table reads, incorporating script changes, and meeting with other departments.
- During principal photography keep meticulous notes each day on set, including tracking decisions made, changes to implemented, dependencies on other departments, reevaluating story continuity, and communicating these changes to all departments heads to ensure the production continues seamlessly
- Production duties include keeping meticulous notes, including tracking decisions made, changes to be implemented, dependencies on other departments in the coming days, etc., and distribute them to the production team to ensure the production continues seamlessly.
- Track metrics including screen time, completed and incomplete scenes, on a daily progress report so production department can make any necessary changes to the production schedule and budget.
- Interface with high profile directors, producers, and movie stars; demonstrated interpersonal skills.

### **OTHER PROFESSIONAL EXPERIENCE**

## **FLYING CHIMP MEDIA**

2019 – 2020

### **CONTENT PROJECT MANAGER / WRITER & EDITOR**

Managed the creation and delivery of content for a marketing company that specialized in websites for professional services such as local doctors and lawyers. Progressed to project manage the delivery of several client websites.

- Coordinated with an overseas SEO team to deliver content on time and as per spec.
- Reviewed and edited material; lead revision process until content reached production.
- Interfaced with design and engineering teams, coordinating the development of new websites; conducting quality assurance testing and crafting website copy.
- Interfaced with clients / stakeholders to ensure projects met requirements.

## **AERONET ADVERTISING**

1998 - Present

### **PRESIDENT AND PROJECT MANAGER**

Established a web design and web hosting company. Owned the design, development, and launch of client websites, including domain management and hosting.

- Managed the cost of goods, payroll, invoices, advertising, and product development of websites for local businesses.

### **OTHER EXPERIENCE**

**PUBLISHED AUTHOR:** The Complete Urban Gardener, Harper & Rowe, 1985

### **TECHNICAL SKILLS**

Word, Excel, Access, QuickBooks, Quicken, Photoshop7, HTML5, CSS3, Basecamp, FTP Clients, Zoom, SEO

### **EDUCATION**

B.A. Hofstra University  
Project Management Course – 2019  
Payroll Certificate of Completion