

Professional Summary

Dynamic and accomplished creative producer of content and training programs with more than a decade of experience in training and managing employees, as well as maintaining budgets over multiple projects at once. Successfully assessed instructional needs, finances, risks, and more, on a variety of projects with various goals. Successfully produced more than a dozen feature films, overseeing more than 50 employees while managing more than one million dollars in cash, goods, services, and assets. Recognized instructor and speaker at national training events. Recipient of OK Gazette's 2019 40 Under 40 award.

SKILLS

- Industry partnership development
- Microsoft Office / proficient in Excel
- Management of Personnel Resources
- Curriculum development
- Public speaking and presentations
- Video and Photo editing software

EXPERIENCE

Motion Picture Producer

“Climate of the Hunter” / “Agnes” / “Out of Exile” / “What Rhymes with Reason”

- Created and oversaw business administrative needs from hiring to payroll to investment models
- Oversaw and managed the creation of movie productions with budgets of up to one million dollars and more than 50 employees over a 3-8 month period
- Worked with third-party vendors to negotiate competitive pricing for equipment and build reliable partnerships to address unexpected needs throughout production
- Liaised between production crew and corporate management to facilitate feedback exchange and align expectations throughout the process
- Secured independent contractors to supplement crew shortages and minimize workflow disruptions

Moore Norman Technology Center – Coordinator, Industry Education

July 2015 - July 2020

- Designed and coordinated educational programs for adults in the industries of Visual Arts, Computer Programs, Professional and Corporate Instruction, and Social Media
- Designed curriculum for industry programs with Subject Matter Experts
- Assessed industry needs for businesses and individuals in the market
- Assessed professional instructors for effective training methods and recommended additional training where applicable
- Created rubrics and matrices for assessing trainers, instructors, and their methods
- Tracked and evaluated program enrollments and ROI and recommended changes to programs' hours or advertising
- Created advertising plans for new programs

EDUCATION

East Central University – Ada, OK — Masters of Education, 2008

College of Santa Fe – Santa Fe, NM — Bachelor of Arts, Moving Image Arts, 2003

REFERENCES

Paula Hanger

Phone: (405) 317-8994

eMail: paula.hanger@mntc.edu

Cameron Kim Dawson

Phone: (407) 230-4280

eMail: skydogproductions@me.com

Kyle Roberts

Phone: (405) 471-3019

eMail: reckless.pictures@gmail.com

Additional EXPERIENCE

Rodeo Cinema Foundation – *Director of Programming and Operations*

April 2022 – October 2022

- Created and streamlined processes and procedures for non-profit arthouse theater through personnel and mission changes
- Maintained and created statistical and financial analysis records for sales and programs
- Research and develop strategic programming for movies around current market trends

Moore Norman Technology Center – *Coordinator of Online Learning*

July 2010 – July 2015

- Created key terms and workflow processes for online learning
- Developed the school's online learning management platform
- Designed and evaluated processes for curriculum placed online
- Developed instructional programs for teachers to move from in-person to online classrooms
- Trouble-shoot and create work-throughs for instructors and students on the learning management platform

Moore Norman Technology Center – *Instructional Technology Specialist*

October 2008 – July 2010

- Implemented new training technologies by training teachers to meet goals in the classroom
- Research and development of new instructional technologies and instructional methods utilizing technology
- Prepared evaluations of software or hardware, and recommend improvements or upgrades.
- Put together new systems with the optimal mix of performance and budget-conscious components.
- Collaborated with staff, users, and management to establish requirements for new systems or modifications.

East Central University – *Audio/Visual Coordinator*

October 2003 – September 2008

- Managed and oversaw work and schedules for more than 10 college student employees
- Research and recommend purchases to build library of audio/visual materials for the classroom
- Create events or programs to draw interaction of college students with the library and the audio/visual department