

954.815.9272

pwk5757@gmail.com

www.pmanproductions.com

910 East Jeffery S

Boca Raton, FL 33487

Education

University of Florida, Warrington College of Business
Bachelor of Science in Business Administration, graduated May 2002

- Major in Management, graduated with Honors
- Managed the Elizabeth Glazer Pediatric Aids Foundation Student Charity Event
- Generated and implemented policies and procedures for the Reitz Student Union

Experience

Information Television Network, Inc., Boca Raton, FL

Producer & Office Manager, May 2004 - Present

- Producer/Writer for award-winning, on-going half-hour national health and wellness series distributed on Public Television and national hospital networks.
- Producer/Writer for short-form stories for national woman's health magazine program distributed on Public Television
- Producer/Writer for short-form segments for online media content
- Conduct extensive research on complex medical issues, secure interviews with renowned medical experts & their patients
- Create field production schedule including travel details and production time lines
- Field produce and direct interviews and production footage, transcribe and log all interviews
- Create and manage production shot list
- Categorize interview topics to manage multi-interview content for storytelling
- Prepare full script for review & thorough 3-column script for edit
- Conceptualize 2D and 3D graphics, prepare music selections and supervise voice over recordings
- Producer of program offline & online edit
- Act as production coordinator on projects with a crew of 20 or more professionals
- Responsible for daily maintenance and function of administrative office
- Manage human resources and supervise administrative staff, accounts payable and receivable
- Prepare company reports for bank reconciliation, quarterly financial reports, and income taxes

Freelance Producer, South Florida

Ongoing Projects

- Hired on an as needed basis for various coverage of various live events, corporate media promos, and docu-series promos.

Information Television Network, Inc., Boca Raton, FL

Associate Producer & Assistant Office Manager, September 2002 - April 2004

- Assisted Senior Producers in pre-production, field production, organizing broll and transcripts
- Acted as production coordinator on projects and operated studio teleprompter
- Performed accounts payable and accounts receivable and assisted Manager with financial reports
- Maintained office schedule, office supplies, alpha filing, and supported receptionist

Berkshire Theatre Festival, Berkshire, MA

Business Manager Intern, Summer 2001

- Operated theatre boutique business and customer service
- Performed accounts payable
- Assisted office manager in creating financial reports

Awards

Health & Medical Media Awards

- Freddie Award Winner for Healthy Body Healthy Mind: Dental Health (2006)

Other

Skills: Microsoft Office, Peachtree accounting, knowledge of Final Cut Pro

Interests: travel, dance, and music concerts