

RELEVANT WORK EXPERIENCE

Integrated Producer | Livewire Communications | February 2019 - Present

- + Works in partnership with Account Director, Creative Team and Strategists to gain a deep understanding of assigned client(s), their business, challenges and opportunities to ensure messaging is on strategy.
- + Contributes to brainstorming, project briefs and kickoff meetings.
- + Establishes timelines and work back schedules. Manages all internal and external resources.
- + Ensures projects are completed on time, on budget, on brand, and to client expectations.

Producer | Independent (Select Projects) | 2013 - Present

- + "Grey Matter" - anthology series in development
- + "Into the Forest" - anthology series in development
- + "Brown Girl Begins" - feature film - nominated for 2 Canadian Screen Awards, played in 20+ cities internationally, broadcast on TMN, HBO, Spafax in Canada and distributed by Gravitax Ventures in the USA.
- + "The Becoming", "Soon", "Footprints", "Swim" - short films

Unit Manager | Bell Media Studios | November 2016 - February 2019

Your Morning, Seasons 3 & 4 (CTV)

- + Processed weekly payroll and invoices. Tracked costs and Contra, managed crew and daily operations.

Digital Video & Branded Entertainment

- + Managed all in-house productions created with Brand Partnerships. Oversaw logistical matters for video shoots, including booking travel, locations, cast and crew - and ensured videos were delivered on time and within budget.

SIDES*, Season 1 (Twitter / MUCH)

- + Operational and creative oversight for Bell Media's inaugural "Social Media First" show, SIDES*.
- + Managed weekly shooting schedule, budget, youth outreach, clearances, cue sheets, processed payroll and invoices.

Digital Media Supervisor | Kim's Convenience, S01: Thunderbird Films & Strada Films | May - November 2016

- + Oversaw the development and production of a selection of digital short films, by filmmakers across the country.

Marketing & Distribution Manager | Union Pictures | October 2013 - May 2016

- + Strategized and implemented marketing & distribution plans and market test screenings for various feature length films.
- + Booked theatres, created marketing assets, wrote funding applications, reported to funding agencies and more.

VOLUNTEER EXPERIENCE

Committee Member | Livewire Communications Brand Marketing & Ride to Conquer Cancer | April 2019 - Present

- + Contributes towards ongoing external marketing initiatives and fundraising efforts for the RTCC.

Co-Founder & Director | Bell Media's Diversity & Inclusion Think Tank ("DAITT") | March 2018 - February 2019

- + Led monthly meetings for a Steering Committee of 10 and oversaw communications, growth, and management of the National group, with a mission to help further the Diversity & Inclusion agenda at Bell Media in partnership with HR.

Committee Member | Bell Media's Ideas First | March 2018 - February 2019

- + Sub-Committee lead for the inaugural "Digital Innovation Lab", launched in December 2018.
- + Sub-Committee lead for a project created to further monetize the existing CTV News library.

Pre-Selection Committee | BravoFACT | January 2017 - September 2017

- + Read and evaluated short film scripts and applications to put forward for funding purposes.

FILMOGRAPHY

- 2019 + Integrated Producer | BMO Mortgage Protection Insurance (Commercial, Livewire Communications)
+ Integrated Producer | BMO Line of Credit Insurance (Commercial, Livewire Communications)
+ Integrated Producer | BMO Travel Insurance (Commercial, Livewire Communications)
+ Integrated Producer | BMO Credit Card Protection Insurance (Commercial, Livewire Communications)
+ Producer | GREY MATTER (Series in Development, Scheme Films)
+ Producer | Into the Forest (Series in Development, Scheme Films)
+ Unit Manager | Your Morning (Season 4 - Daily TV Show, CTV)
- 2018 + Producer | KID NAP (Series Pilot, Scheme Films)
+ Unit Manager | Your Morning (Season 3 - Daily TV Show, CTV)
+ Unit Manager | Value Village with Karli Woods (Branded Digital Videos, CTV)
+ Unit Manager | PEI Tourism with Mary Berg (Branded Digital Videos, CTV)
+ Unit Manager | Woods "Camping Hacks" (Branded Digital Series, CTV)
+ Unit Manager | Alcon "See it All" with The Amazing Race Canada (Branded Digital Series, CTV)
+ Unit Manager | Splenda + Copetin Influencer Event (Branded Digital Videos)
+ Unit Manager | "Roam Better" ft. Lainey Lui (Commercial, Bell Canada)
+ Producer | Women in STEM x Canadian Science (Commercials, MUCH)
- 2017 + Unit Manager | The Launch: Launched (Facebook Live, CTV)
+ Unit Manager | SIDES* (Season One - Twitter Live & Broadcast Series, MUCH)
+ Line Producer | The Becoming (formerly "The Long Dark") (Short, Scheme Films)
+ Production Coordinator | Your Morning: Celebrating Canada's 150th Anniversary (TV Special, CTV)
+ Producer, Distributor | Brown Girl Begins, dir. Sharon Lewis (Feature Film, Urban Soul)
- 2016 + Digital Media Supervisor | Kim's Convenience (Season One - TV Series, Strada Films/Thunderbird)
+ Production Manager | "Canada", dir. Mark Lewis (Short Film, Strada Films)
+ Production Manager | "Valley", dir. Mark Lewis (Short Film, Strada Films)
+ Production Manager | "Settled Land", dir. Mark Lewis (Short Film, Strada Films)
+ Producer | Sariwangi Tea "Tea Time", dir. Haya Waseem (Commercial, Token Creative)
- 2015 + Marketing & Distribution Manager | How to Be Deadly (Feature Film, Union Pictures)
+ Marketing & Distribution Manager | Some Kind of Love (Feature Documentary, Union Pictures)
+ Marketing & Distribution Manager | Big Muddy (Feature Film, Union Pictures)
+ Marketing & Distribution Manager | Maina (Feature Film, Union Pictures)

KEY SKILLS

- + Film Producing, Distribution
- + Production Management
- + Fundraising & Budgeting
- + Graphic Design
- + Internal Communications
- + Niche Marketing
- + Community Building, Events
- + Highly organized & Creative
- + Storytelling, Proofreading
- + Attention to Detail
- + Strategy, Brand Partnerships

SOFTWARE EXPERTISE

- + Photoshop, InDesign, Illustrator
- + Final Cut Pro 7, Premiere Pro
- + Movie Magic Budgeting
- + Quickbooks
- + Outlook, Microsoft 365, Zoom
- + Excel, Powerpoint, Word
- + Numbers, Keynote, Pages
- + SAP, APSS, Ariba, Workbook
- + PC and Mac operating systems
- + Wordpress, Mail Chimp
- + Basic HTML

AWARDS

- + CSA Nomination, Best Adapted Screenplay - 2019
- + CSA Nomination, Achievement in Makeup - 2019
- + Bell Media Excellence Award - Q4, 2017
- + TIFF Pitch This - Honourable Mention - 2015
- + Reel World Emerging 20 Artist - 2014

TRAINING

- + Summer Institute of Film and Television 2014
- + CMPA Telefilm Marketing Mentorship 2014
- + WIFT: Convergent Media Program 2013
- + York U: BFA - Film Production - 2010 - 2013