**Copyrighted All Consuming Filming Scripts /Intellectual Property Manager / Branding Logos/ Content Website Development. Search Engine Optimization / Google Analytics/ Campaign Marketing**

## SUMMARY

* Experienced business professional with well-developed organizational and management skills.
* Strong knowledge of start-ups, business plans include financial forecasting and budgeting.
* Able to work independently or as a team member toward the achievement of goals and completion of projects.
* Advanced technical skills and creative skills including writing, marketing, social media and public relations.
* Persistent knowledge of marketing practices, business development, financial forecasting, budgets, & business plans.
* Global Marketing, communication skills, project management, business operations, SWOT analysis expertise, and strong business sense.

## PROFESSIONAL EXPERIENCE

**New York State and Federal Government temporary employee, Special Projects 2020**

* Communicated by phone to the underemployed for hire and conducted research of organizations
* Data entry for research for New York residents and commercial businesses

**BOCES and Department of Education City, *Teaching Professional*,** Albany, NY2017- 2019

* Worked with children to ensure their learning
* Assisted teachers and administrators to ensure children’s growth and education • Worked in tough intercity environments to encourage children to learn core concepts
* Taught children and instructed in classroom settings.

**All Consuming Film, LLC, *Project Executive Manager*,** Naples, FL, 2014 - Present

* Authored a full-length copyrighted and registered feature film script, Negotiated with 3rd party vendors on projects. Worked on set for many projects movies and television to completion.
* Created business plans, financial plans and budgets for production, researched governmental statistics. financial forecasting (in the millions), budgeting, and accounting
* Manage operations of a start-up, developed and hired talented professionals.
* Consulted advice to attorneys, accountants, and high profile artistic professionals to ensure project completion in a rarely successful industry.

**MAD Travel, *Travel Specialist,***Naples, FL,2014 - 2016

**(10 years of prior travel industry experience)**

* Client service and certified knowledge communicated to provide global travel.
* Global Relations & negotiations maintained with business partners and suppliers.
* Handled Crisis Management during the September 11 Tragedy
* Sales in the millions for Corporate and Leisure clients and suppliers

**Alta Resources, *Team Leader,***Fort Myers, FL, 2014

* Managed a team of employees to ensure quality performance of daily responsibilities.
* Taught team of twenty about teamwork and collaboration in order to provide quality service to business clients (serviced global billionaire clients)
* Supervised, trained, and resolved client issues.

**Prior Corporate Fortune 100 Company Experience and Human Resources**

* Executive Recruitment for REA / Executive Recruitment Firms, Certified Recruitment License 2012-2014 (Placed Big 4 Controllers, attorneys and high profile professionals in Global Companies and many stayed until retirement)
* Northwestern Mutual Insurance Company National and Corporate Recruitment & Human Resources, 2011
* Paychex Health Benefits, Human Resources, Finance, Insurance Administration 2010 (Business Client retention as Health Care reform rolled out which generated retention at over 90%. Presented health care regulations to attorneys and accountants and business owners.
* Prudential Financial Finance Representative with Finance & Insurance Licenses, College Recruiter 2006-2010 (millions of dollars in portfolio)

With a background that includes Mortgage Lending and making credit decisions with Citigroup, working with Special Needs on a research study and in a residential facility, and 10 years as a travel agent in which I worked with global suppliers and Chief Compliance officers to service the needs of clients. I have been through financial audits. I did authorize and make financial decisions. I have worked with global clients. Further, I was in retail early in my career.

### SKILLS

**Hardware:** Windows PC, MacBook Pro, videography including film cameras, Sony comparable camera skills.

**Software:** Adobe Photoshop CC, Adobe Premiere Pro CC, edit and photography technical software skills. Airline Software World Span, Amadeus, Sabre

**Social Media:** Facebook, Twitter, Tumblr, LinkedIn, Instagram, Analytics and WordPress

Advanced knowledge of Microsoft office and Macintosh operating systems, PowerPoint, Keynote, Word, Excel.

Communication, Media relations, Press releases, Presentational speaking

Financial Forecasting, Analysis, Accounting and Finance, Human Resources, Operational Management

Health Care Benefits & Administration Knowledge Human Resources and Recruitment and Global Contract Negotiations

 **EDUCATION**

 ***Master of Business (more accelerated MBA),*****Full Sail University,** Winter Park, FL, 2017

•Advanced Entertainment (LAW Studies) Award**,** May 2017

***BA in Psychology***, Education minor, **University of Albany**, Albany, NY, 2006