

PROFESSIONAL SUMMARY

Producer with background working across genres and formats, including true crime, feature documentaries, daytime talk shows, and digital series. Experience in all phases of the content lifecycle, from development through post.

EXPERIENCE

FREELANCE PRODUCTION, New York, NY

2021 – PRESENT

Associate Producer / Archival Producer, RICHARD RAMIREZ: THE NIGHT STALKER TAPES (Peacock)

- Managed all aspects of archival footage sourcing, organization, licensing, and budgeting for true crime documentary series; catalogued materials from expert's estate and created labeling system to track clips
- Collaborated with producers and editors to develop story beats; researched case files to generate timeline, identified interview subjects, selected sound bites from archival footage, and conducted fact checks
- Booked interviews and liaised with talent to coordinate shooting logistics, ensuring a high degree of sensitivity

Development Associate Producer, Dial Tone Films

- Developed projects for nonfiction production company, including feature documentaries, docuseries, competition series, and podcasts
- Wrote loglines, drafted pitch decks, identified footage for sizzles, scouted talent, and interviewed potential cast

Associate Archival Producer, DR. DEATH: CUTTHROAT CONMAN (Peacock)

- Conducted extensive research to procure footage for feature-length true crime documentary; identified clips through online searches and liaised with vendors to secure additional assets
- Oversaw rights and clearances; tracked copyright information, wrote fair use summaries, prepared clearance and licensing agreements, assembled cost reports, and noted usage restrictions
- Collaborated with assistant editors to develop organizational system for managing content ingestion and uploads

Archival Researcher, WE ARE AYENDA (WhatsApp)

- Sourced archival footage for short documentary following a girls' soccer team's escape from Afghanistan; cultivated relationships with CNN, NBC, and Al Jazeera to obtain clips

Office Production Assistant, HOLLYWOOD BLACK (MGM+)

- Executed production operations for four-part historical docuseries; arranged travel, hired PAs, reconciled expenses, scouted locations, coordinated gear rentals, and served as primary talent liaison
- Researched and provided notes on historical texts; transcribed documents; updated archival footage log

Associate Producer / COVID Compliance Manager, THE DREW BARRYMORE SHOW (CBS, S2-3)

- Led casting efforts for human interest and lifestyle segments on syndicated talk show; scouted and interviewed talent, edited casting videos, prepared selects, and organized all bookings
- Created guest dossiers by researching fun facts and compiling pre-interviews for up to four tapings per week; coordinated complex logistics for celebrity surprise segments

Associate Producer, THE MISADVENTURES OF CYN & JONATHAN (Vh1)

- Conceptualized and pitched episode ideas for digital spin-off of LOVE & HIP HOP; co-directed talent and B-roll in the field; booked talent, conducted pre-interviews, and wrote scripts for on-the-fly interviews
 - Managed logistics, including crafting production schedules, securing locations, and negotiating contracts
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EDUCATION

Brooklyn College, Brooklyn, NY

Bachelor of Fine Arts: Acting

SKILLS

Computer: Mac, PC, Microsoft Office, Adobe Premiere, Salesforce, SAP Concur, Frame.io