

BARBARA WOLF

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■ OBJECTIVE: Seeking an opportunity in a creative and challenging environment where my skills and experience in project development and management as well as film & TV production will be an asset.

■ EXPERIENCE: **Freelance Production Coordinator/ Junior Producer**, Oct 2008 – Present
Various Companies, San Francisco, CA

Work with various local and national production companies on a project basis. Most recently completed production on a national commercial TV spot for MLB 2K produced by Hungry Man Production/ NY. Responsibilities included: creating production documents, coordination between on-location production team and the two production offices (NY and LA), hiring crew, ordering film stock and scheduling processing, as well as managing on-set production of the commercial shoot.

Production Coordinator/ Junior Producer, Sept 2006 – Oct 2008
The Kenwood Group, San Francisco, CA

Worked directly with Executive Producers, Producers, Art Directors and other technical staff on the creative development and production logistics of corporate events and digital media. Coordinated the pre-production of video shoots and managed the development of media assets. Responsible for scheduling meetings with Kenwood team members and corporate clients. Developed a database and maintained relationships with production vendors and freelance technical staff including interviewing and hiring. Assisted the Marketing team with the research, creative-concepting and physical production of RFP's and capabilities presentations.

Freelance Film/TV Production- Various Positions, Nov 1998 – Dec 2008

“Color Splash”, Art Assistant (TV Series)

“Single Minded”, Executive Producers Assistant (TV Series)

“Monk”, Office Production Assistant (TV Series)

“The Pursuit of Happiness”, Set Production Assistant (Feature Film)

P.R.N., “Walmart”, Props Assistant (Commercial)

M.J.Z., “Coca-cola”, Art Assistant (Commercial)

Kenwood Group, “Handtop PC”, Prop Assistant (Commercial)

Mekanism Productions, “Sega”, Set Production Assistant (Commercial)

Plum Productions, “GM Running Footage”, Production Assistant (Commercial)

RSA-USA Productions, “Sony Dreams”, Production Assistant (Commercial)

Andrew Thomas Films, “Life Awaits”, Production Assistant (Commercial)

Radical Media, “Safeway”, Production Assistant (Commercial)

Academy Commercials, “Miller”, Art Assistant (Commercial)

Believe Media, “Coca-cola”, Art assistant (Commercial)

Breeze Productions, Wyse Technologies, Production Assistant (Corporate)

Maslow Media, Morgan Stanley, Production Assistant (Corporate)

Tim Fink Events & Media, Cysco , Production Assistant (Corporate)

Pedersen Media, Java Developers Conf., Production Assistant (Corporate)

George Johnson Events, Sun Microsystems, Production Assistant (Corporate)

■ **SKILLS:** Microsoft Word, Excel, Adobe CS3, Filemaker Pro, Mac and PC proficient

■ **EDUCATION:** University of Maryland at College Park, B.A. Art History/Anthropology, 1991
American College of Chinese Medicine, Graduate studies Acupuncture and Chinese Medicine, 2004-2005

■ **REFERENCES:** Upon request