

# Brittney De Leon

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## EXPERIENCE

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### Variety (Content Studio) – Associate Producer

Los Angeles, CA 2022 - May 2023

- ❖ Oversee Jr. Producer
- ❖ Submit Invoices for Various teams onto Sales Force
- ❖ Manage workflows between content and other departments (Marketing/Ad Sales, Video Team/Social Media, etc.) to help deliver needed assets for article launch or other services and ongoing needs on multiple projects
- ❖ Assist in the preparation of production materials including properly filing, labeling, arranging correspondences, invoices, recorded media, and folders
- ❖ Keep Track of budgets, production schedules, contracts and production process for multiple projects

### Variety (Content Studio) – Production Coordinator

Remote, CA 2021 - April

- ❖ Create and oversee implementation of production calendars and schedules across the department
- ❖ Ensure strong coordination and planning between various internal and external groups and enable reliable and timely delivery
- ❖ Coordinate production logistics with internal staff and external contractors
- ❖ Build and manage external relationships

### Various Production Companies – Freelance Production Assistant

LA, CA 2017 - Present

- ❖ Harley Davidson Commercial
- ❖ Art Not War Campaign videos (5x)
- ❖ Ezra Productions JCP commercial (2x)
- ❖ HGTV Desert Flippers
- ❖ DIY Pool Kings

### Making It Media / Circle 8 Productions – Production & Post Coordinator

Sherman Oaks, CA 2017 – Dec 2019

- ❖ Scouted for talent, crew, and locations for various city's as well as schedule five clients a week under time-sensitive circumstances
- ❖ Coordinated 12 clients a day per an episode, booked & gathered information for post.
- ❖ Ordered equipment & in charge of intern operations & training
- ❖ QC'd two running series. This included segments & full episodes as well as making sure all client notes, lower 3rds & other information was included for each episode within both series. Created host & crew guide via Canva.
- ❖ Day to day schedule, management of PA's (6), experience in SD and HD
- ❖ Updated post trackers – Excel & google drive. Created a style guide using Canva software
- ❖ Daily contact with CBS for delivery & receiving airdates

### Circle 8 Productions – Executive Assistant

Encino, CA 2017 - 2018

- ❖ Assistant to the EIC & CEO by scheduling calls & meetings, and calendar.
- ❖ Directed a studio show with a 3camera set up. Shot 30 segments within 4 days.

### NALIP – Volunteer: Diverse Women in Media Summit

Culver City, CA 2017 - 2018

- ❖ PA, checked in guests, filmed event, set up and tore down tables and other set ups needed, right hand to the coordinator

### Big Review TV – On Camera Producer / Presenter

Los Angeles, CA 2017 – 2018

- ❖ Conducted Interviews: Created & engaged intro/outro to various segments.
- ❖ Produced and insured quality content, shots, angles, & included innovative ways to highlight client merchandise.

### SAG-AFTRA – LA Local Intern

Los Angeles, CA 2017 – 2017

- ❖ Worked with the LA Local communications coordinator to write articles on weekly events.
- ❖ Answered member questions on various services at SAG-AFTRA.
- ❖ Assisted with instructor logistics in coordination with the LA Conservatory Summer Intensive program.

### Hollywood Casting and Film – Casting Intern

Hollywood, CA 2016 – 2017

- ❖ Self-taped actors using a Sony camcorder. Assisted with reading audition sides.
- ❖ Coordinated client schedules for an 8 studio rental, as well as finding solutions for over bookings / software issues.

## SKILLS

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- ❖ Excellent organizational skills & attention to detail. Adobe Premiere Pro
- ❖ Creative problem solver. Google: Drive, Sheets, Docs, etc.
- ❖ Exceptional time management. Microsoft and Mac software.
- ❖ Able to dive into tasks with a logical & hands-on approach. LA Casting, Backstage, Constant Contact, Hootsuite

**EDUCATION**

**California State University, Los Angeles** BA Film and Television Minor Theater Arts

Graduate Spring 2020

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