

Terri L. Smith – Assistant Production Coordinator 916-662-3557

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Summary

- Over 20 years' experience in Administrative and Coordinating roles in entertainment, including independent feature and television series production, network news and non-entertainment industries
- Complete familiarity with APOC duties, production paperwork, vendor, locations, and talent contracts, deal memos, and insurance; experience with product placement and licensing and experienced with booking travel and lodging accommodations for talent and executives
- Experience with online research, content planning and scheduling across multiple integrated platforms for major film and TV Studio
- Proven outstanding organizational, and time management skills; experience coordinating travel and events; strong ability to multi-task and prioritize along complex task sequences; thrives in fast-paced environments; proactive self-starter with strong awareness of deadlines
- Effective liaison capable of building productive relationships with co-workers at all levels; adroit communicator with excellent sense of humor; strong team orientation and ability to work independently

Feature Film Credits

Cupid (1997)	Image Organization Producer: Clark Peterson	Assistant Production Coordinator
Just Write (1997)	BMG Independents/Heartland Producer: Heath McLaughlin With Sherilyn Fenn, Jeremy Piven & JoBeth Williams	Assistant Production Coordinator
	<ul style="list-style-type: none">• Winner: Santa Barbara International Film Festival 1997 – Best Independent Award• Winner: Santa Clarita International Film Festival 1998 – Best Feature Comedy	

Television Credits

Freddy's Nightmares (Season 2, 1989) – Series	New Line Cinema/Lorimar Telepictures Created by Wes Craven; Prop Master: Adam Silverman With Robert Englund	Property Assistant
Nightly News (1994 -1995)	KTXL Fox 40, Sacramento With Donna Cordova and Jim Crandell	Production Assistant

Related Experience

WARNER BROS. , Glendale, CA	Scheduling and Planning Coordinator	Jan 2000-Oct 2000
	<ul style="list-style-type: none">• In Content Programming department, oversaw all posted content and posting schedules for Entertaindom.com and WarnerBros.com websites	
SELECT PERSONNEL SERVICES , Thousand Oaks, CA	Executive Assistant	Jun 1996–Oct 1998
	<ul style="list-style-type: none">• Provided administrative support to C-Suite executives and managers at leading companies including Showtime Convention, Universal Studios, and MCA Universal	
SABAN ENTERTAINMENT , Westwood, CA	Creative Services Coordinator	Jun 1995-May 1996
	Creative Services Supervisor: Markus Keith Co-Founder Nedland Media	
	<ul style="list-style-type: none">• Undertook administrative support for in the Creative Services Department of prominent worldwide film and television production company, including handling Licensing and Merchandising• Oversaw art licensing and copyright functions to ensure protection one-sheets and artworks• Tracked style usage for Saban properties including <i>Power Ranger Zero</i>, <i>The Tick</i>, <i>Bobby's World</i> and <i>Oliver Twist</i>	