

Allyson Manno

Production Coordinator | Creative Producer

Los Angeles, California | allysonvmannofilms@gmail.com | 832-361-0595

Summary

Experienced creative filmmaker with a passion for storytelling. Thrives in environments when given the opportunity to increase efficiency and problem-solve. Has a proven track record of going the extra mile and partnering with departments to continuously gain experience and knowledge to improve production and workflows. Quick study and skilled at learning new software and workflows. Is a flexible, dynamic team member, and enjoys working towards a common goal.

Key Skills

- Expert in Avid Media Composer
- Expert Final Cut 7 & 10
- Expert in Movie Magic Budgeting & Scheduling Software
- Expert in FileMaker Pro
- Expert in Microsoft Office & Google Apps
- Proficient in Adobe Creative Cloud Software
- Proficient with Mac & PC

Education

New York Film Academy

Master's Degree, Film
Graduated with Honors

University of St. Thomas

Bachelor of Arts, Mass
Communication/Media Studies
Cum Laude, Member of Lambda Pi Eta

Investigative Journalism:
Innocence Project – Dr. Nicole Casarez

References

John Sisti | (336) 926-1949

Barbara Multer-Wellin | 818-298-7231

Livia Bornigia | 713-870-2795

*More references available upon request

Experience

Film Producer, Freelance **Sept 2013 - Present**

- Creates schedules, budgets, maintained production paperwork, hire crew, find locations, and production calendars.
- Experienced in script breakdowns, permits, SAG paperwork, contracts, working with minors, and workers compensation.

Film Director, Freelance **Sept 2013 - Present**

- Creates original content, look books and TV Bibles.
- Collaborated with department heads to complete final product.

New York Film Academy

Short-Term Programs Producer/Coordinator

Aug 2016 - Apr 2017

- Promoted within company due to demonstrated leadership skills.
- Collaborated with international clients to build film programs.
- Created and controlled program budgets and schedules.
- Communicated daily with clients and company heads to resolve potential production development issues and risks.
- Scheduled and auditioned casting sessions for multiple projects.
- Created customized film productions based on client needs.
- Managed production staff and industry professionals.
- Hired bilingual interpreters and assistants.
- Locked locations and film equipment.
- Responsible for solving daily production issues and post-production workflow and final product.

Diversity & Outreach Production Coordinator

Feb - Aug 2016

- Assisted department head in planning shoots on Universal Studios backlot and other locations.
- Used advanced FileMaker Pro skills to create specialized database for client needs.
- Oversaw and communicated all production activities from classes, shoots, post-production workflow, final screenings, and graduations with students and film departments.
- Assisted students and industry professionals with production shoots, providing cast, costumes, props, film equipment, catering, & ensuring safety guidelines were adhered to.
- Created, maintained, and coordinated schedules with programs, industry professionals, and outreach clients.
- Maintained database in-house projects, updated in Google Drive.

Post Production Supervisor**Dec 2015 - Aug 2016**

- Managed editors in post-production workflow.
- Ensured post-production remained on schedule.
- Troubleshooting Avid and Adobe Creative Cloud issues.
- Communicate notes to editors from clients.
- Review color and mix sessions.
- Supervised delivery of final products.

Behind-the-Scenes Videographer & Photographer**Nov 2015 – Feb 2016**

- On-set videographer for multiple shoots occurring daily.
- Took pictures on-set, and delivered them to department heads.
- Wrote blog coverage for each shoot/event.

Freedom Productions, Production Coordinator**2013 - 2014**

- Dealt with client list and correspondence.
- Videographer on-set.
- Part of production team.
- Co-Editor and producer throughout production process.

Positively Houston (Internship)**2012 - 2013****Assistant to Founder Christina Maxwell, Production Team**

- Assisted in Public Relations (Twitter, Facebook, etc.).
- Co-Editor and producer for post-production of segments.
- Dealt with organization of client lists and correspondence.
- Videographer on-set.

University of St. Thomas, Communications Department**2010 - 2013****Undergraduate Teaching, Technical, and Research Assistant**

- Assisted in media lab courses and helped manage film equipment.
 - Aided students in completing media lab assignments.
 - Collaborated with professors in managing coursework and curriculum.
 - Coordinated between all academic departments to create schedules for various programs.
 - Provided basic secretarial duties for faculty.
 - Maintained communication between faculty and student body with layout and schedule changes.
 - Quickly resolved schedule conflicts and emergencies.
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