

MARY K. MORRIS

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PROFESSIONAL OVERVIEW

- Self-starting, motivated professional specializing in planning, assisting and completing projects in an efficient manner
- Detail-oriented with demonstrated proficiency in organizational management
- Excellent interfacing with diverse personalities and executive levels
- Superb interpersonal communication and presentation skills
- Proficient computer skills including Excel, Pages, PowerPoint, Microsoft Office, and Google Docs

PROFESSIONAL EXPERIENCE

2012 – Present **FREELANCE PRODUCTION/DOT & TRAVEL COORDINATOR/COVID MANAGER**

Los Angeles, California

- Asst. Production Supervisor/DOT/Travel/Covid Manager for commercials, promos, music videos, and films. Currently working remotely
- Worked primarily for Caviar, Smuggler, Furlined, Bullitt, DOTpc, Anonymous, Serial Pictures, and Partizan
- Office Manager at Caviar, handled calls, daily schedule, order office supplies, office meals, and booked conference room reservations
- As a Travel Coordinator, I book planes, train, hotels, and automobiles for the Production Crew
- As a DOT Coordinator, I clear the drivers, manage their driving hours and logs to maintain safety
- As an Asst. Production Supervisor, I coordinate production teams during pre-production, shoot days, and wrap. Prep call sheets, location maps, maintain Purchase Orders/Invoices, Rental Agreements, Certificates of Insurance, and timecards. I compile pre-production book including call sheets, talent pages, art references, product reference, and vendor/crew/agency contacts. Manage Production Assistants, pick-ups, runs and returns
- Since Covid hit in 2020, I have been a Covid Manager, testing the crew for each shoot, supplying PPE for all the crew and cleaning-sanitizing the set. I also keep a daily tracing record in case anyone tests positive

2010 – 2012 **THE BUZZ GIRLS**

Los Angeles, California

Event Assistant

- Assistant for entertainment influencer events with brand names such as Benefit Cosmetics, Frederic Fekkai, Gilt City and Tangled/Walt Disney Home Entertainment
- Assisted with event logistics including set-up, brand displays, interactive areas and guest relations
- Managed check-in, interfacing with entertainment executives from studios, agencies and media

1998 – 2010 **TRINITY ADVERTISING/MARKETING/FUNDRAISING**

Orlando, Florida & Cincinnati, Ohio

Owner/Operator

- Promotional marketing for Fortune 500 companies and local businesses to increase sales. Fund raising for charities such as American Heart Association, Boomer Esiason's Cystic Fibrosis, and American Cancer Society
- Managed administration, interviewing potential staff, developing sales leads and closing sales
- Contracting and executing marketing and sales campaigns
- Team recruiter and trainer, conducted motivational seminars and workshops

EDUCATION

West Virginia University, Morgantown, West Virginia

Master of Public Administration, Bachelor of Science in Broadcast Journalism