

# RHONDA TEENY

<http://www.linkedin.com/rhondateeny>  
RhondaTeeny.com

## Professional Summary

As an eager, diligent, and self-motivated producer with a degree in Communication and a growing history of professional work (commercial, independent, student), Rhonda brings *technical skills*, an *understanding of the industry*, and a *positive attitude* to each team with which she works.

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### TLC, Authentic Entertainment, Burbank, CA

Aug – Nov 2017

#### Associate Producer

- Conducted and cut down 60 min pre-interviews into <3 min stringouts with AVID.
- Proofed final shooting script, formatted host cards, and drafted the teleprompter script copy.
- Coordinated deliverables for a reunion special and digital series simultaneously.

### AFI Fest 2017, Los Angeles, CA

Nov 2017

#### Production Assistant

- Executed the distribution of all goods, materials, and equipment throughout the festival venues.
- Provided superiors with information toward a comprehensive wrap report.
- Performed any duty and responsibility as assigned with urgency and efficiency.

### Angaelica Int'l Festival, Big Bear Lake, CA

2015–2016, Jun – Sep 2017

#### Administrative Assistant

- Organized and updated grid of filmmaker attendance, schedule, file collection, and waiver status.
- Notified 160 festival participants with individual messages of missing requirements.
- Filled needed roles including cooking for 80-100 people, supervising screening rooms, welcoming guests.

### Travel Channel, Karga Seven Pictures, Los Angeles, CA

Mar and Aug 2017

#### Production Assistant

#### Booze Traveler

- Assisted team in production book assembly, prop/wardrobe gathering, location scouting, on-set filming.
- Supported the company with daily requests, as well as managed office inventory.
- Annotated and transcribed production meetings, source interviews, and developing episodes.

### Rocklin | Faust, San Francisco, CA

Jun 2016 – Jun 2017

#### Developmental Researcher

- Updated producers of *Spotlight* on conference calls about assignment progress (analyses, discoveries).
- Covered existing books, current events, new literary series, and news stories for potential pursuit.
- Systemized grids of over 1,200 film and television industry workers (directors, producers, writers, actors).

### MSNBC, Karga Seven Pictures, Los Angeles, CA

Jun – Sept 2016

#### Production Assistant, Lead Researcher as Intern

#### In Other News

- Researched political and historical stories via navigating archives; unearthed relevant footage and examined rights; edited interview stringouts together.
  - Uploaded hardcopy documents into digital files and continued the in-place naming system.
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## ACCOMPLISHMENTS AND ATTRIBUTES

- Initiated, arranged, and executed projects with over 10 organizations in undergrad career: *self-starter*.
  - Employed by 4 departments simultaneously in addition to full-time student status: *multi-tasker*.
  - Committed 80+ hours producing a documentary on college racial injustices: *minority perspective amplifier*.
  - Performed body positive, self-empowering free-style rap for audiences: *adaptive and strong public speaker*.
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## Additional Skills

85 WPM. AVID Media Composer. Adobe Premiere. Customer service experience. University Conduct Board. Volunteer.