

RHONDA TEENY

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EDUCATION

Santa Clara University | 2013-2017 -- Communication BA, Political Science BS. University Conduct Board, Dean's List, Outstanding Collaborator Award 2017, Video Communication of the Year 2017, *Cum Laude*.

PROFESSIONAL SUMMARY

An eager, diligent, and self-motivated coordinator with a degree focusing on visual communication and a growing diversity of work (studio, independent, event, live, unscripted, scripted). Brings *technical skills*, an *understanding of the industry*, and a *positive attitude* to every team.

Freelance Coordinator, Los Angeles, CA Mar 2019 - Present

Administrative Assistant, Personal Assistant

- Researched filmmaker contacts and organized database of specialties, projects, contact info, professional connections, and potential collaborations for an independent filmmaker. [Admin. Asst]
- Managed schedule and social media presence (Instagram, Facebook), in addition to utilizing personal Influencer contacts to advance brand of a Los Angeles celebrity fitness instructor. [Per. Asst]

Angaelica Festival, Los Angeles, CA Summers 2015-2017, Mar 2019 - Present

Senior Leadership: Operations Manager

- Crafted grid of >2,000 of filmmakers' projects and contact info; researched artist support programs.
- Proofed grant applications, edited decks, researched financial investment opportunities.

Santa Clara University, Los Angeles, CA Aug 2018 - Present

LA Young Alumni Chair

- Coordinated two networking gatherings for 30+ attendees each and monitored well-being of guests.
- Devised outreach to increase participation directed towards 80 Southern CA alumni members.

The Sundance Institute, Park City, UT Jan 2019 - Feb 2019

Festival Assistant - Ticketing Systems

- Wrote a guideline/manual for the position's software and hardware procedures spanning 19 pages.

Breaker / SingularDTV, Los Angeles, CA May 2018 - Dec 2018

Artist Services, Content Development, and Acquisitions Coordinator

- Scheduled, organized, live-transcribed, and recapped cross-team meetings (6-11 weekly, domestic and international communications) - having prepared agendas for each.
- Adopted and expanded use of organizational softwares Hubspot (CRM) and Asana (task-management).
- Assisted production of the company's first two film premieres and extravagant after parties.
- Interacted directly with artists (filmmakers, musicians) to answer questions and provide resources.
- Contributed to filmmaker pitch meetings - discussing logistics (resources, feasibility) through import (inspiration, timeliness) for why a project (Docs, Narrative Feats, TV, Dig) should be supported.
- Systemized grids of over 1,200 film festival screenings and their available distribution rights.

Additional resumes available for Film Festival Production and Alternative Television Production.

ACCOMPLISHMENTS AND ATTRIBUTES

Produced short films on systemic bigotry, microaggressions, and cultural appropriation: *perspective amplifier*.

Performs body-positive, self-empowering freestyle rap for audiences: *adaptive and strong public speaking*.

Certified Hatha 26+2 Yoga Instructor: *balanced and determined will*.