

# 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 executive assistant 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.

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**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.

**Freelance Coordinator**, Los Angeles, CA Mar 2019 - Jun 2019

*Administrative Assistant, Personal Assistant*

- Researched filmmaker contacts and organized database of specialities, 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]

**Santa Clara University**, Los Angeles, CA Aug 2018 - May 2019

*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.

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

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