

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

As an eager, diligent, and self-motivated Event Production Coordinator with a degree in Communication and a growing diversity of work (studio, independent, television, festival), Rhonda brings *technical skills*, an *understanding of the industry*, and a *positive attitude* to every team.

Angaelica Festival, Los Angeles, CA (Summers 2015-2017) Mar 2019 - Present
Operations Manager

- Awarded for outstanding performance with three promotions from Intern to Senior Leadership.
- Updated grids of filmmaker attendance, schedules, file collection, and waiver status.
- Crafted grid of >2,000 of filmmakers' projects and contact info; researched artist support programs.
- Proofed grant applications, edited decks, researched financial investment opportunities.

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.
- Provided technical support to the IT Help Desk (set up equipment, monitored wifi, crimped wires).
- Led inventory and equipment location management throughout the festival.

SingularDTV, Los Angeles, CA May 2018 - Dec 2018
Artist Services, Content Development, and Acquisitions Coordinator; Intern

- Scheduled, annotated, and recapped meetings for three departments (6-11 weekly, domestic and international communications) -- accompanied by prepared agendas.
- Systemized grids of over 1,200 Ent industry workers and researched artist support opportunities.
- Assisted execution and production of SDTV's first two film premieres and extravagant after parties.

Freeform, 495 Productions, Los Angeles, CA Mar 2018 - May 2018
Associate Producer [Millennial Talk Show Pilot]

- Administered contacting and scheduling of >90 casting and booking appointments.
- Created and updated grids for talent requirements, availability, wardrobe, and preferences.

Palm Springs International Film Festival 2018, Palm Springs, CA Dec 2017 - Jan 2018
Office Production Assistant

- Plotted venue course routes, relayed inter-dept requests, and prioritized production needs.
- Crafted signage, built S&Rs, organized storage, and regulated deliveries at various theaters.

Meagan Fulps Films, Los Angeles, CA April, May, Aug, Oct 2018
AD (Epi 105), Lead PA (Epi 102-104, 106) [LA Train-Her]

- Supported Director with shot list; delegated responsibilities to 7 PAs and mobilized 15 extras.
- Neutralized safety concerns on set and routinely checked for hazardous practices.

ACCOMPLISHMENTS AND ATTRIBUTES

Performs body-positive, self-empowering freestyle rap for audiences: *adaptive and strong public speaker*.
Certified Hatha 26+2 Yoga Instructor: *balanced and determined will*.