
Project Manager : Quicksilver Associates, Inc. : Chicago 2006

- Reporting to Vice President / Executive Producer, responsibilities include:
 - Internet production support: managing team of four (Programmer, 2 Designer/Developers, Art Director), running Cost Detail Reports on a per project basis, attending weekly billing meetings - reporting all overages in both the meeting production and internet departments, and maintaining client communication throughout project lifecycle.
 - Video Post-Production Support: stock footage searches, music searches, licensing of video and music, archiving all video elements, and coordinating off-location video conversion and duplication.
 - Meeting production support: preparation of show books and proposal / presentation materials, search for giveaways that support meeting themes, search for and recommendation of talent / speakers / activities.
 - Interactive production support: tracking of all collected assets, working with Designer and Producer to create and update content maps, proofing & testing projects as they are created and tracking / billing freelance help associated with interactive projects.

Freelance Production Coordinator: New York 2005

Associate Producer: Scout Productions: 2003-2004
“Knock First” for ABC Family, LA & Boston

- As 1 of 3 directorial teams, collaborated with Field Producer to produce nineteen episodes.
- Identified potential story participants through phone interviews. Confirmed availability of location and dates with each of the 4 participants.
- Met with participants to film one on one interviews and video diary footage for head of episode.
- Generated design ideas for each show in conjunction with Executive Producer, Field Producer, Art Director and Designer.
- Researched story material, including design ideas, copyright & product placement clearances, and background information on participants.
- Generated meeting schedules and prepared all materials for design presentation over the course of 4-6 pre-production meetings.
- Responsible for collecting all relevant paperwork, including talent contracts, artwork releases, and copyright & product placement clearances.
- Monitored 9 cameras through on-location control room with live sound mix and 9 video monitors during 2 days of filming.
- Trained and supervised researcher utilizing AVID Media Log for live logging of footage being collected during 2 day shoot.
- Critiqued up to 6 edits per show, making suggestions on trimming footage and curtailing story to lock twenty-one minute forty second episode.
- Attended sound mixing sessions to critique and offer input on quality and embellishment of live-recorded sound.

Executive Assistant to Vice-President: Ti-SALES, Inc.: Sudbury, MA 2002-2003

- Event Management: event coordination, venue selection, menu selection, hotel reservations, invite list management, and presentation of single day workshops for groups of fifty+.
- Travel Arrangements: flight/hotel/car for inside and outside sales personnel.
- Accounts Payable: invoice entry and bank reconciliation.

Freelance Experience: New York, Boston, Miami 1999, 2000, 2001, 2002
Associate Producer / Production Coordinator / 2nd AD / PA

Post-Production Coordinator: Finish Editorial: Boston 2000 - 2001

- Supervised all in-house productions, including but not limited to:
 - Mastered commercial spots to DBeta; duplicated master for broadcast and client approval.
 - Digitized media for upcoming AVID sessions.
 - Conducted extensive video & music searches for client pitch videos.

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Office Manager: Propaganda, Satellite, Partizan Films: New York

1998

- Liaison between NY, LA, Chicago, London, and Paris offices.
- Managed accounts payable & receivable for NY office.
- Coordinated in-house productions, assisted directors and producers.

Education New York University NY, NY New York University
 Tisch School of the Arts Florence, ITALY
 May 1998 B.F.A. Film & TV Production Fall 1997, Study Abroad program

Skills Microsoft Word/Excel/Outlook, Internet Explorer, Safari, Firefox, AVID, Adobe
 Photoshop, NOWContact, iCal, Quicken, FileMakerPro, Microsoft Access, MAC
 lover/PC user

Interests Completed Kripalu Yoga Teacher Training March 2005, vacationing in Maine

Freelance Log

Production Manager

Element Productions “Inexplicable: Mission of Burma” Documentary

Production Coordinator

Biscuit Filmworks “Chevy 2006”
Harvest Films “XM Satellite Radio” with David Bowie
Avalon Films “Tri-State FORD” with Derek Jeter
Picture Park “Portland Pirates”
Element Productions “Lycos”
Element Productions “GM Tags”
Holy Cow Productions “Tommy Hilfiger Footwear”
Holy Cow productions “Tommy Hilfiger Summer”

2nd AD

Drive-Thru “Kohl’s/Summer”
Drive-Thru “Kohl’s/Spring”

Production Assistant

Crossroads Films “Hershey’s Take 5”
Picture Park “NH Lottery”
Picture Park “Lojack”
September Films “Nair”
MJZ “Moviefone.com”
Element Productions “Marshals/X-mas”
Element Productions “Ryder Cup”
Directorz “Applebee’s”
Cross Productions “Briel Watch”
Element Productions “Connecticut Lottery”
Element Productions “Marshalls/Fall”
Giraldi-Suarez “Claritin”
Coppo Films “Pizza Hut”
Villains “Fleet Bank”
Giraldi-Suarez “Sears”
Radical Media “KMART-Trim A Home”
MJZ “Kilkenny Beer”
MJZ “Sweet ‘N Low”
Coppo Films “Project X”
Satellite Films “Traveler’s Insurance”