

GINA SCHIFANO

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Travel Manager, Wanderlust Productions, "Family Feud" Season 17 & 18 (400 episodes)

2015-Sept., 2016

- Coordinated high volume of air travel for crew and contestants with an average of 25-35 passengers incoming/outgoing daily, 7 days a week.
- Booked all housing and ground transportation for crew and contestants. Contracted several hotels due to high volume of rooms needed.
- Spent an estimated \$250,000 of air travel costs in six months plus hotel and car service expenses.
- Prepared PO's and processed all hotel folios and car service invoices.
- Worked directly with Production Manager, Casting Supervisor and Production Accountant on a daily basis.

Production Manager

Tupperware Brands Corporation US/Canada

2011-2015

- Produced and supervised edits for corporate videos associated to training, social media and event conferences.
- Prepared and executed contracts for Simultaneous Interpretation and Hearing Impaired services for all events.
- Hired, scheduled and managed all Event and In-house Photography.
- Scheduled and managed all still photography in studio (Catalog, Monthly Brochure and misc. production).
- Provided video transcription in English for translation into French and Spanish as well as logging purposes.
- Prepared, coded and processed all invoices.

PAST FILM & VIDEO PRODUCTION EXPERIENCE

Production Office Coordinator

Features and Episodic Television

1993-2011

- Negotiated solid deals with vendors and maintain successful business relationships.
- Carried out the distribution and execution of cast and vendor contracts.
- Tracked all spending by assigning Purchase Orders to all transactions. Kept accurate and clear records.
- Demonstrated high work ethic and loyalty to the production/project.
- Coordinated, oversaw and delegated responsibilities associated with the daily activities of the production office.
- Provided efficient and close assistance to Producers, Production Managers, Studio Executives and Set Personnel.
- Scheduled and managed all travel, housing and ground transportation for talent, cast and crew.
- Hired and supervised Production Staff. Trained interns.
- Reported and administered (DGA and SAG) Union Reports Compliance requirements and Worker's Complains.
- Inventoried and delivered all required paperwork and materials to studio or production executive upon completion of production and/or post production.

POC Credits:

The Inbetweeners

Dolphin Tale

Family Feud

Tough Trade

Letters to God

Final Destination 4 (Orlando Unit)

Burning Bright

Beethoven: The Reel Story

Ace Ventura III

New Remote Productions/MTV Networks

Bottlenose Productions (APOC)

Wanderlust Productions (Travel Coord)

Tough Trade Productions Inc./Lionsgate

Possibility Pictures 1, LLC

Avery Pics Inc./Warner Bros

Sobini Films, Inc.

Universal Pictures, Inc.

Morgan Creek Productions, Inc.

2011/Pilot

2010/Feature

2010/Tape/Game Show

2010/Pilot

2009/Feature

2009/Feature

2008/Feature

2008/Feature

2007/Feature

Kermit's Swamp Years
Sheena
Home Matters
Fortune Hunter
Our Old School
Swamp Thing
The New Leave It To Beaver

Henson Productions, Inc.
BBK Productions, Inc./Sony Television
Banyan Productions, Inc.
BBK Productions, Inc./Sony Television
Fred Silverman Productions, Inc.
BBK Productions, Inc./Universal Television
Universal Television (Secy to Producer)

2001-2002/Feature
1998-2000/TV Series
1994-1995/TV Series
1993/TV Pilot & 9 Eps
1993/TV Pilot
1991-1993/TV Series
1988-1989/TV Series

Production Manager
Golf Channel

2006-2007

Commercials/Corporate Videos

- Prepared and oversaw budgets for video assignments
- Negotiated cast, crew and vendor deals.
- Scouted, secured and executed contracts for video shoot locations.
- Worked closely with location contact through preparation and wrap of production.
- Ordered equipment and expendables necessary for shoot.
- Scheduled catering and craft services needs for the cast and crew.
- Collected and returned all props and/or related set dressing to Golf Channel or rental locations.
- Processed invoices for the cast, crew and vendors.
- Prepared and provided Production Report to Golf Channel producer.
- Actualized budget and reported final report to supervisor.
- Managed several projects at the same time including overlapping shoots.

OTHER PRODUCTION RELATED EXPERIENCE

Visuals Coordinator for Tupperware Sales Conferences and Events US and Canada
Tupperware U.S., Orlando, Florida

1996-2000

Spring Sessions, Jubilee and Distributors Conferences (Assisted 1996-1997)

- Received/Distributed scripts and created a master list of products needed for photography and video production.
- Retrieved and organized products for photography and video production. Obtained mock ups when/if necessary.
- Worked closely with graphic designers, stylists and photographers to meet the team's creative vision.
- Corresponded with writers, translators and vendors to communicate and organize script changes.
- Prepared slide trays and other visual elements and provided finished show elements to on-site team members.
- Supervised on-site visual elements and coordinated script/teleprompter revisions and script distribution.

Project Coordinator

1999 Jubilee/Las Vegas

Training Sets, Tupperware's "Home of the Future Experience" and the "Cyber Café"

- Obtained bids, then hired and coordinated above on-site projects with vendors and Marketing Team.
- Facilitated all contracts and order changes and supervised projects through load-in and strike.
- Resolved any issues and changes with vendors and Marketing Team during creative and set-up of venues.
- Showed courtesy and respect to event vendors and participants.

Production Manager

Universal Studios Halloween Horror Nights -Theme Park

June - November, 1996

“Bill and Teds Excellent Adventure”; Haunted Parade; “Chainsaw Massacre” Show Open; Magic Show/Theater

- Planned and managed all show elements of each venue from creative inception through live event and strike.
- Scheduled and supervised vendors and worked closely with the event and technical staff and creative executives.
- Provided support to all team members and talent during the event.
- Resolved problems/issues in a timely manner.

Stage Manager

Universal Studios Halloween Horror Nights – Theme Park

July - October, 1994

Main Stage Headlining Bands

- Prepared schedules, purchase orders and attended meetings pertaining to construction of venue.
- Acted as an event liaison and attended to any needs of musical talent and their Tour Managers.
- Made sure talent was “stage ready”.

Project Secretary

Universal Studios Florida Planning and Development – Theme Park

1990-1991

“Animal Actors Stage”; “Alfred Hitchcock Presents”; and “Murder She Wrote Post Production Theater”

- Assisted Project team including Producer, Art Directors, Production Manager and three Project Coordinators.
- Attended and recorded meetings and followed up with status reports to team producers and executives.
- Worked closely with team and vendors by assisting them at the work sites and with administration duties.

EDUCATION

Indiana University of Pennsylvania

B.S. – Communications Media (TV Production Track)

Minor – Spanish

Studies Abroad – University of Veracruz, Xalapa, Veracruz, Mexico