



# Baylie Barnes

LOCAL 161 MEMBER • Production Coordinator • Travel Coordinator *\*WILLING TO TRAVEL\**

P: (786) 393-9338 E: barnes.baylie@gmail.com Location: Miami, FL

## QUALIFICATIONS

- Hard working coordinator with over 8 years production industry experience ranging from working for a production company, talent manager, and on-set in a production office.
- Ability to multi-task -highly motivated, organized individual who can work effectively with minimal supervision.
- Strong time management, organizational and communication, and problem-solving skills.
- Strong knowledge of travel industry and experience arranging travel using web-based booking engines to find cost-effective air/hotel/ground travel arrangements for talent, senior executives, and production crews.
- High levels of integrity and discretion in handling confidential information.

## EDUCATION

<b>Master of Legal Studies concentrating in Entertainment Law</b> Pepperdine University - Malibu, CA	2020
<b>Bachelor of Arts in Cinema Art &amp; Science concentrating in Producing with a Minor in Talent Management</b> Columbia College Chicago - Chicago, IL	2016

## EXPERIENCE

### COMMERCIALS & MUSIC VIDEOS / LIVE MEDIA

<b>Assist. Production Supervisor</b> – Remy Martin “INCH BY INCH” Super Bowl LVII Commercial <i>Park Pictures / Fred &amp; Farid / Remy Martin   Miami, FL</i>	Dec 2022 – Jan 2023
<b>Commercial Coordinator</b> – DISNEY THRILLS Commercial <i>Some Assembly Required / Yellow Shoes / Walt Disney World   Orlando, FL</i>	Dec 2022
<b>Project Coordinator / Travel Coordinator</b> – Global Gaming Activation 2022 <i>Find Your Battlefield / EPIC Games / Fortnite   Remote for 5 Counties: US, Brazil, Spain, Scotland, &amp; Japan</i>	Oct 2022 – Dec 2022
<b>Producer</b> – El Yucateco & Don Victor ( <i>Social Media Brand Shoot</i> ) <i>Spin 360 / Deadhorse, LLC   Bentonville, AR</i>	Sept 2022
<b>Production Supervisor</b> – WHITE VOID / Tobi Lou Music Videos <i>OCTOPUS, INC   Los Angeles, CA</i>	Dec 2021 – Jan 2022
<b>Production Manager</b> - UCI Health Commercial <i>OCTOPUS, INC   Los Angeles, CA</i>	Dec 2021
<b>Production Coordinator</b> – CARTA 2021 Commercial <i>Farm League   Miami, FL</i>	Nov 2021
<b>Production Manager</b> - THE GREAT UNTOLD ( <i>Netflix YouTube Series</i> ) <i>OCTOPUS, INC / Netflix / ADOBE   Traveling Shoot: Wilmington, NC * Healy, AK *Herndon, VA</i>	Aug – Nov 2021
<b>Production Coordinator</b> - American Family Insurance Commercial <i>Search &amp; Destroy Media, Inc.   Miami, FL</i>	May 2021
<b>Production Coordinator</b> - Batiste Commercial <i>Broderville Pictures   Miami, FL</i>	May 2021

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**Production Coordinator** - Rocket Mortgage Commercial May 2021  
*Life in 30 Seconds LLC* | Miami, FL

**Assistant Production Coordinator** – “MAKING A SCENE WITH JAMES FRANCO” Nov – Dec 2017  
*Rabbit Bandini / Black Pillz* | Los Angeles, CA

**BUZZ TV HOST / Production Coordinator** (*BUZZ Magazine YouTube*) May – Aug 2016  
*BUZZ Magazine* | Jacksonville, FL

## TV SHOWS

**Assistant Production Coordinator** – JUSTIFIED: CITY PRIMEVAL (*Season 1- MIA Unit*) Aug 2022  
*Sony Pictures / Woodridge Productions, Inc. / FX* | Miami, FL

**Add'l Asst. Production Coordinator** – MARCEL (*Season 1*) July 2022  
*Warner Bros Entertainment / Proximity Production / Apple TV* | Miami, FL

**Asst. to Executive Producer / Director / Actor J. Franco** – THE DEUCE (*Seasons 2 & 3*)  
*HBO / Blown Deadline Productions* | New York City, NY Jan – July 2019  
Feb – Aug 2018

## FEATURE FILMS

**Co-Creator / Executive Producer** – IDITAROD DOGS (*Independent Documentary*) Nov 2021– Current  
*Deadhorse, LLC* | Alaska

**Assistant Production Coordinator** – MAGIC MIKE'S LAST DANCE (*MIA Unit*) April – June 2022  
*Warner Bros Entertainment / Redemption Pictures* | Miami, FL  
 Directed by Steven Soderbergh

**Pre-Production Coordinator** – SNOW SHADOW (*Documentary - MIA Unit*) April 2022  
*Locas Creative Projects, LTD* | Miami, FL

**Production / Travel Coordinator** – ASLEEP IN MY PALM Jan – Feb 2022  
*Strike Back Studios / Hideout Pictures* | Oberlin, Ohio  
 Directed by Henry Nelson

**Production Secretary** – FATHER OF THE BRIDE (*MIA Unit*) June – Aug 2021  
*Warner Bros Entertainment / KiKi Tree Pictures Inc.* | Miami, FL  
 Directed by Gary Alazraki

**Production Secretary** – THE TOMORROW WAR (*FLA Unit*) Nov 2020  
*Paramount Pictures / Skydance Media* | Fort Lauderdale, FL

**Production Secretary** – ZOLA Oct – Dec 2018  
*A24 / Ramona Films / Killer Films / Gigi Films* | Tampa, FL  
 Directed by Janicza Bravo

**Assistant Production Coordinator** – THE PRETENDERS (*LA Unit*) Sept – Oct 2017  
*Rabbit Bandini Productions / Cleopatra Entertainment / SSS Ent.* | Los Angeles, CA  
 Directed by James Franco

**Producer's Assistant** – THE PRETENDERS Sept – Nov 2016  
*Rabbit Bandini Productions / Cleopatra Entertainment / SSS Ent.* | Upstate NY & New York City



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## ADD'L EXPERIENCE

- Independent Travel Agent** July 2022 – Current  
*Fantastic Endeavors*
- Producer- THE QUEEN'S JEWELS (Short Film)** April 2021 – March 2022  
*TQJ, LLC | Vero Beach, FL*  
*\*Atlantis Awards Best Independent Short Script Winner 2022\**
- Executive Assistant to the Co-Chair** – Michael Rosenberg Dec 2020 – April 2021  
*Imagine Entertainment | Los Angeles, CA*
- Office Coordinator** Aug – Dec 2020  
*Fineman Entertainment (Talent Management & Prod. Company) | Los Angeles, CA*
- Training Coordinator** Oct 2019 – May 2020  
*Intimacy Directors & Coordinators | New York City, NY*
- Chief of Staff** – J. Franco May 2017 – Jan 2020  
*Ramona Films | Los Angeles, CA & New York City, NY*
- Executive Assistant** – Vince Jolivet Jan – June 2017  
*Rabbit Bandini | Los Angeles, CA*  
"Don't Come Back from the Moon," 2017, Directed by Bruce Thierry Cheung  
"The Long Home," Directed by James Franco
- Executive Assistant** – Jay Davis Aug 2016 – Jan 2017  
*Dark Rabbit Productions | Los Angeles, CA*  
"Blood Heist," 2017, Directed by Jenna Cavelle  
"Blood Ride," 2017, Directed by Melanie Aitkenhead  
"Future World," 2017, Directed by Bruce Thierry Cheung

## SKILLS

- Proficiency in Microsoft Office (Outlook, Word, Excel, Power Point) / Google Suite / Keynote / Adobe Photoshop & Lightroom
- Proficiency in Hot Budget / Showbiz Budgeting / Movie Magic Budgeting & Movie Magic Scheduling
- Proficiency in Digital Purchase Order (DPO) CASHet / Expensify / Concur
- Prep & Production Schedules / Call Sheets Production Reports / Travel Grids & Travel Memos
- Production Office Knowledge / SAG-AFTRA Rules and Regulations / Exhibit G
- Knowledgeable in Scenechronize
- **Travel Coordination:** Flights / Greeters / Rental Cars / Hotel accommodations for A-list cliental & production crew

## TRAININGS

- **Destination Canada Specialist** Aug 2022  
Destination Canada
- **Travel Alaska Certified Expert** July 2022  
Alaska Travel Industry Association
- **Alaska Railroad Travel Expert** July 2022  
Alaska Railroad
- **Anchorage Wild Expert** July 2022  
Visit Anchorage
- **All- Inclusive Hotels Sales Specialist** July 2022  
Marriot Hotel Excellence!
- **Hilton Travel Professionals Program** July 2022  
Hilton Worldwide
- **Hawai'i Destination Specialist** July 2022  
Hawaii Tourism Authority
- **Universal Orlando Specialist** July 2022  
Universal Studios U Sales Training Program
- **Disney Destinations Specialist** July 2022  
College of Disney Knowledge
- **COVID-19 Compliance Officer Certification** Feb 2021  
Health Education Services