

Kristyne E. Fetsic

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Professional Experience

CW Fantalk

Los Angeles, CA

Associate Producer

September 2015 – Present

- Managed information for a team of 6 for CW Fantalk, a weekly live-to-online fan talk show where fans chat with each other and creative teams of CW shows
- Communicated logistical information with in-studio and video chat guests, and with show crew; acted as stage manager during show air
- Explored social media to gather show content and curate topics that interested fans
- Managed show budget, hired and managed crew, created and sent call sheets, delivered finished episodes to CW Network

NFL Network

Culver City, CA

Production Coordinator/Production Operations Supervisor

July 2013- Present

- Supervised production of NFL AM and provided support for the crew as needed
- Forecasted costs and managed budget for operational expenses and personnel
- Ordered supplies for stage operations using purchase orders and ensured invoices were paid promptly
- Tracked crew costs for network shows using Excel, Filemaker, and ProTrack
- Provided support to the stage crew and operations personnel

“EastSiders the Series,” Go Team Entertainment LLC/ Logo TV Online

Los Angeles, CA

Producer – Season 1 and Season 2

November 2012-October 2014

- Hired cast and crew members; coordinated and maintained schedules for cast and crew
- Created and upheld the production's budget
- Supervised all work done on production from pre-production to post-production
- Managed the Kickstarter campaign and distribution, legal, and insurance paperwork
- Winner: LA Weekly's Best Web Drama 2013, Nominee: International Press Academy Satellite Awards

West Post Digital

Santa Monica, CA

Front Office Manager

July 2012-May 2013

- Acted as a liaison between clients and staff to understand and perform work correctly
- Scheduled work orders, and recorded work accurately in order to achieve proper billing
- Managed the media library system
- Performed general office and reception duties

Technicolor Creative Services

Hollywood, CA

Vault Clerk

November 2011-August 2012

- Checked in and out media into the company's media library system
- Transferred media between departments and maintained accurate records of media location
- Handled tape stock, hard drives, 16mm, and 35mm film

Education

Ithaca College Roy H. Park School of Communication, Ithaca, NY

August 2007-May 2011

B.S., Cinema Production, Minor: Business Administration

Youngest of Ithaca College's "40 Alumni Who Shape the Entertainment and Communications Industry"

Special Skills

- Efficient with Final Cut Pro, Adobe Photoshop and ScheduAll, Filemaker, ProTrack, and ADP Payroll Systems, Livestream Video Switcher, Transmit, Mac OS X, Windows, and Microsoft Office software
- Trained in Aaton XTR and LTR, Bolex, JVC HM-700, Sony V1U, and Panasonic AG-80 and AG-15, Canon 5D cameras
- Trained in a variety of lighting equipment: Kino, Arri HMI 575, Arri Joker Bug, and a light meter
- Trained in the use of sound equipment: Tascam P2 HD, Zoom Recorder, MixPre, and ME-66, 64, and 62 Microphones

Language Skills

Familiar with spoken and written Spanish

References Available Upon Request

Production Experience

Live Events

- *Kids Choice Sports Awards, Nickelodeon*, Los Angeles, CA, July 2014
Talent Escort- Floyd Mayweather
- *ESPYS, ESPN*, Los Angeles, CA, July 2014
Talent Escort- Kiefer Sutherland
- *Critic's Choice Television Awards, Broadcast Television Journalists Association*, Los Angeles, CA, June 2014
Talent Escort- Jon Voight
- *American Idol Finale- Season 13, FOX*, Los Angeles, CA, May 2014
Talent Escort- Darius Rucker Band

Feature Films

- *Ugly Shoes, Magic Elevator LLC and Go Nuts Films*, Los Angeles, CA, October 2011
Assistant Director
- *The Avengers, Marvel Studios*, Cleveland, OH, August 2011
Production Assistant

Short Films

- "Women Problems," *Endless Frame Media*, Santa Monica, CA, May 2013- October 2013
Director
- "Sucker," *2012 Ohio Independent Film Festival Official Selection*, Ithaca, NY & Cleveland, OH, Jan 2011-May 2011
Director/Producer
- "Sobriety Never Pays," *Prod: Katie Schwartz and Brad Lavery, FunnyorDie.com*, Los Angeles, CA, September 2011
Production Assistant

TV/Webseries

- "Cracking the Hack," *Producer: John Michael Thomas/Jonathan Stahl*, Los Angeles, CA, May-June 2013
Unit Production Manager
- "Chick," *Producer: Kai Soremekun*, Los Angeles, CA, February 2012- Present
Writers' Assistant
- "Alluring Poetry," *AGLA Productions, Los Angeles, CA*, October 2011
Assistant Director/Casting Assistant
- "Quabble," *ICTV: Ithaca College*, Ithaca, NY, August 2008-January 2009
Lighting Director

Music Videos

- *Conrad: "Namedropper," Volume Line Entertainment*, Los Angeles, CA, September 2011
Production Assistant
- *Fine Times: "Bright Lights," Primer Productions*, Los Angeles, CA, June 2013
Production Coordinator

Commercials/Promotional Videos

- *St. Monica Catholic Community*, Santa Monica, CA, June 2013 to Present
Associate Producer
- *Universal Appliance and Kitchen Center Commercial, Jump Cut Entertainment*, Los Angeles, CA, October 2011
Production Assistant
- *Lotus Fire Productions, Producer: Raeshem Nijhon*, Cleveland, OH, July 2011
Production Assistant
- *9th Annual Veggie U Food and Wine Celebration*, Milan, OH, July 2011
Camera Operator

Live Theater

- "I Died...I Came Back...Whatever," *Hollywood Fringe Festival 2015*, Hollywood, CA, April 2015 to August 2015
Producer