

Tamara Elissa Mahoney

Curriculum Vitae

PERSONAL INFORMATION

Phone/Voicemail: +1 845 704 7251
Email: tami.mahoney@gmail.com
Website: www.tamaramahoney.com
DOB/Birthplace: 4 June 1979, Kingston, New York, United States
Nationality: American

COMPLETE WORK HISTORY | CHRONOLOGICAL ORDER

December 2006 - February 2008

Post-Production Supervisor, Teale-Edwards Productions - New York, New York

In addition to supervising all aspects of post-production, I also coordinated productions and worked as the assistant editor when required. I worked with directors, editors, and producers in Los Angeles, Brazil, and England while I was based in New York City.

Responsibilities included:

- Managing all aspects of post-production for **Everyday Italian** (Food Network); assisting with post-production coordination for **Good Deal With Dave Lieberman** (Food Network). Worked under stressful conditions and very tight deadlines.
- Managing the post schedule, supervising online sessions for quality control, coordinating footage for bumps between Producers and Editors, and preparing music cue sheets.
- Preparing shows for Network delivery, delivering all cuts to Executive Producers, delivering final shows to the Network.
- Overseeing the creation of the Teale-Edwards Productions website from the logistical side (budgeting, speaking with tech support, etc) to the creative side (updating content, selecting video clips to represent our product, etc).
- Assistant editor for various productions - loading, organizing, and assembling projects using Final Cut Pro.
- Compressing projects into web-streaming QuickTime files and uploading cuts to the FTP server.
- Coordinating various productions from the office and working in the field on shoots. Most recently assisted in filming **The Dalai Lama** at Radio City Music Hall in Manhattan for the National Geographic Channel.
- Booking all crew members (DPs, Producers, Sound Engineers) for shoots; hiring and overseeing runners, production assistants, and interns.
- Providing research and production support for ongoing documentary and entertainment series.
- Researching and writing proposals for television series, targeting networks such as Discovery, History, Travel Channel, etc.
- Annotating the script for an HBO feature film currently in development.

June 2005 - October 2006

English Teacher, Private Students - Paris, France

I lived and worked in France for 18 months and taught private English lessons to students ages 3-14.

Responsibilities included:

- Designing lesson plans for students of all levels, from beginner to advanced.
- Specifically catering to the needs of the individual student from various countries, including Japan, Mexico, and France.

February 2006 - October 2006

Tour Guide, Classic Walks of Paris (a division of Fat Tire Bike Tours) - Paris, France

As a guide for the largest English-language tour company in Paris, I lead tours to groups of people from all over the world in addition to working with the managers on marketing strategies.

Responsibilities included:

- Leading a variety of walking tours throughout Paris, focusing primarily on the Middle Ages (in the Marais) and 19th and 20th Century art history (in Montmartre).
- Giving private and open tours with groups of up to twenty-five people of all ages and nationalities.
- Training new guides and assisting the research process of writing tours.
- Writing, editing, and updating sections of the company website (www.classicwalksparis.com).

May 2005

Personal Assistant, Cannes Film Festival - Cannes, France

- Assistant to Sharon Pinkenson, Executive Director & Film Commissioner for the Philadelphia Film Office.
- Attended meetings with Producers and Directors regarding shooting feature films in Philadelphia and raising money to support incentives to shoot in Philadelphia.
- Secured tickets to premiere film screenings and organized Ms Pinkenson's viewing schedule.

January 2004 - May 2004

Assistant Film Festival Curator, Fifth Annual Youth Media Festival - Philadelphia, PA

I worked as a freelancer for this festival in 2004, after having been involved with it for the previous two years. In this role I was dedicated solely to the film festival, and was not involved with any other film programs at the time.

Responsibilities included:

- Pre-screening over 100 short films from around the world.
- Selecting a group of students aged 14-19 to act as a Youth Jury, organized Jury meetings and screenings.
- Coordinating all print traffic and promotional materials for films accepted into the festival.
- Writing and designing the layout of the festival program book and website.
- Assisting in scheduling all screenings and workshops for the week-long festival.

April 8-21, 2004

Film Festival Juror, Philadelphia Film Festival - Philadelphia, PA

- Served as one of three judges for the **Animated Shorts Program** in an international film festival.
- Viewed over forty-five short films during the festival and rated each one based on art, direction, originality, etc.

March 2004 – February 2005

Administrative Assistant, Elsevier Inc – Philadelphia, PA

- Assistant to the Vice President of Periodicals Marketing in the Health Sciences Division.
- Maintained an extensive direct-mail database of over 340 medical journals, updated on a monthly basis.
- Composed and prepared department expense reports for the President of Marketing Periodicals.
- Scheduled and coordinated teleconferences, meetings, and international conference calls.

December 2001 - January 2004

Program Assistant and Festival Curator, Film at the Prince - Philadelphia, PA

Film at the Prince was the largest repertory/art house cinema in Philadelphia until 2006. I acted as the liaison between various film festivals and the theater, working directly under the Program Director to run a large-scale, non-profit organization.

Responsibilities included:

- Assisting in the exhibition of every major film festival in Philadelphia, including the Philadelphia Film Festival, the Gay & Lesbian Film Festival, the 48-Hour Film Project, and many more.
- Assisting in curating, designing, and marketing the annual Youth Media Festival for three years and saw the festival triple in attendance from 2001 to 2004.
- Keeping track of attendance and participation for fundraising purposes and working closely with Grant Writers.
- Web Editor for Film at the Prince website, maintaining email listserv of over 5,000 individuals.
- Scheduling projectionists, technicians, box office, catering, house managers, and understanding the components of all of those jobs.
- Writing press releases, media advisories, and ad copy; proofing all graphic design work and supervising designers.
- Handling print traffic and maintaining extensive database for all films coming in and leaving the theater.
- Maintaining the entire budget, including submitting and tracking all invoices and purchase orders, managing expenses, and acting as the main contact for many vendors and clients.

July 2001 - December 2001

Radio Production Assistant, WHYY 91-FM (National Public Radio) - Philadelphia, PA

- Supported the live production of Morning Edition as a member of the news department.
- Conducted phone interviews with guests and subject experts.
- Recorded and edited interviews for broadcast.
- Transformed AP wire news into broadcast format for on-air use.

1999 - 2007

Television and Film Production Assistant - Various Locations in the United States

- **Peace and Prosperity, a talk by His Holiness the Dalai Lama** - Teale-Edwards Productions for National Geographic Networks
- **Invincible** - Who's Nuts Productions for Walt Disney Pictures
- **Pat Croce: Moving In** - Sony Pictures Television
- **Crop Circles** and **Chew on This!** - Big Tea Party Productions for Public Television (PBS)
- **Mutter** - Philadelphia Film Society Productions

VOLUNTEER WORK

November 2006

Brooklyn International Film Festival - Brooklyn, NY

September 2003/2004

Philadelphia Fringe Festival - Philadelphia, PA

May 2001

Philadelphia Gay & Lesbian Film Festival - Philadelphia, PA

July 2001

Philadelphia Festival of World Cinema - Philadelphia, PA

September 2000

Independent Feature Project - New York, New York

FESTIVAL AWARDS AND SELECTIONS

March 2003

Script Editor, Production Staff, Assistant Editor: *I'm A Sexy Man*

Winner of "Best Script" and "Audience Favorite." Produced by the Meatball Posse for the 48-Hour Film Project in Philadelphia, PA

April 2001

Gaffer: *Annabel Lee*

Official Selection of the 2004 Georgia Downstream Film Festival & 2003 Philadelphia Short Film Festival

EDUCATION

Rowan University, College of Communication 1997 -2001

Bachelors of Arts, Communication Studies

SKILLS AND LANGUAGES

Mac and PC proficient (Mac OSX/Leopard, MS Office, Vista), Sony HDV camcorders, Final Cut Pro, all-format dubbing, HTML, ASP, CSS, media maintenance, internet research, client relations, editor support, reel to reel film projection, Dalet & Sadie digital radio editing, promotional writing, basic photo editing and resizing, location scouting, public speaking, development writing, grant writing, fundraising, Enflyer email marketing system, Siebel electronic filing software, QuickBooks.

English: Native speaker

French: Basic User and writer

Language Studies: Alliance Française, 2004 (Philadelphia, PA)
Accord language school, 2005 (Paris, France)