

Michelle Jacobovitz-Leiker

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SUMMARY

Incredibly motivated individual with 10 years of coordination and management experience in live theatre, theme park and attraction development as well as event production with some of the leading entertainment companies in the world. Proven track record establishing and maintaining successful professional relationships.

PROFESSIONAL EXPERIENCE

Lexington Design + Fabrication - Los Angeles, CA

Lexington is a full-service, creative design and custom fabrication company known for its expertise in producing a wide variety of award-winning projects for museums, theme parks, casinos, restaurants and retail that require complex technical designs.

Project Manager (2014 – present)

- Manage and track all project components from start up through installation and close out
- Manage and oversee all contractual paperwork
- Manage major vendors including all communication between the vendor and client
- Produce, manage, maintain and implement production schedules and budgets
- Communicate all project information to the necessary team members

Senior Production Coordinator (2013 – 2014)

- Managed project coordinators and their duties including hiring coordinators and assigning them to projects
- Worked closely with production managers and project managers on all project components from start up through installation and close out
- Managed and over saw all contractual paperwork
- Managed major vendors including all communication between the vendor and client
- Produced, managed, maintained and implemented production schedules and tracking thereof
- Managed and tracked all project files electronically and hard copy
- Communicated all project information to the necessary team members

Project Coordinator / Accounts Manager (2011 – 2013)

- Managed assembly and production of a variety of qualifications packages, project pre-proposals, proposals, bid packages, marketing presentations and online content
- Managed client database, project proposal calendar and marketing calendar
- Worked closely with the estimating team to ensure deadlines were met and proposal documentation was fulfilled
- Supported all sales staff and upper management with completion of proposals, pre-qualification forms, meeting set up, meeting minutes and other general sales needs

AEG Worldwide/AEG Digital Media (AEGDM) - Corporate Headquarters: Los Angeles, CA

AEG Worldwide is one of the leading sports and entertainment presenters in the world. *AEG Digital Media (AEGDM)* is a full service, multimedia, multiplatform services company specializing in technical and creative production of music, sports, reality and special event programming throughout the world.

Integration Coordinator (2008 – 2011)

- Managed the relationship between AEG Worldwide/AEGDM and the news and entertainment website, Examiner.com
- Marketed various ticket give aways, festivals, tours, and live streaming via Examiner.com
- Recruited and obtained press passes for an average of 300 Examiner.com writers to large AEG events
- Networked with an average of 100 PR firms and various band managers

Production Coordinator: LA Galaxy Commercials 2009-2011 season, Oprah's Most Talented Kid at the GRAMMY Museum L.A. LIVE, L.A. Comes Alive - L.A. LIVE Documentary Special (2008 – 2011)

- Booked venues for filming and managed film sessions
- Created and managed the master production schedules

Assistant Producer (2009)

- GRAMMY Awards Live Pre-Show 2009
 - Directed and wrangled the talent and camera crew per the producer during the live pre-show

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Thinkwell Design & Production - Burbank, CA

Thinkwell Design & Production is a full-service creative development company. Their passion and expertise encompasses guest experiences – attractions, events, exhibits, live shows, multimedia and online production.

Production Coordinator (2007 – 2008)

- Assisted various project managers and the Executive Producer on 3 projects in Dubai, UAE and 8 projects in the USA with the planning and preparation of each project
- Prepared and maintained control of documentation, art, master planning, and all scheduling there of
- Managed quality of all assets produced and reporting on production progress as required
- Acted as liaison between clients and producers

EDUCATION

California State University, Northridge – Bachelor of Arts, Technical Theatre Management

- Dean's List 2003-2007
- Theatre Honors 2004-2007
- NSCS Honors Society 2004-2007

VOLUNTEER WORK

The American Cancer Society, Relay For Life - Burbank, CA

The American Cancer Society Relay For Life unites communities across the country each year with a signature fundraising event with the goal to raise funds to increase cancer survival, decrease the incidence of cancer and improve the quality of life for cancer patients and their caretakers. Relay For Life is a 24 hour event with entertainment, activities and multiple large scale ceremonies.

Logistics Chair – 2015 Relay

- Procure, track and manage vendors for the main event (staging, lighting, audio, sanitation, etc.)
- Manage event budget
- Work closely with the city to maintain protocol

Fundraising Chair / Honorary Event Chair – 2014 Relay

- Set fundraising goals for the Relay event
- Work with organizations and businesses in Burbank to obtain funds for the Relay event
- Create flyers and encourage participants to partake in fundraising events
- Managed the main event as Event Chair

Event Chair – 2012 & 2013 Relay

Online Chair – 2011 Relay

Publicity Chair – 2010 Relay

SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Project, Outlook)
- Basic Photoshop
- FileMaker Pro
- Final Draft
- Internet Research
- Mac and PC Proficient