

Carolann Driver – 206.323.1971 - carolanndriver@yahoo.com

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**Professional Summary:**

Broadcast television and corporate video production manager with hands-on crew background.

**Skills & Qualities:**

Project/Event Planning & Management

Leadership & Team Building

Strong Communicator

Proofreading & Copy Editing

Heightened Observational Ability, Attention to Detail

Work Flow & Efficiencies

Independent Thinker

Proactive Solution Finder

Team Player

Strong Research Skills

Practical, Common Sense

Quick Learner, Loves Variety

Creative Collaborator

Multi-tasking

Internet Proficient, PC

Social Media

Autonomous Self-Starter

Relationship Building

Critical, Analytical Thinker

Well-Developed Aesthetic Sense

Positive, "Can-do" Attitude

TV & AV equipment operation

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**Goal:**

To use my organizational, communications, and leadership skills in media, entertainment, advertising, or marketing project management and event planning.

**Experience:**

**Production Manager, Producer, Coordinator** – Penguin Pictures – Seattle. Video project manager and event planner. From a script or project scope, I analyze, research, procure, schedule, budget, and arrange all moving parts, people, communications, and logistics. I am the on-site location manager, ensuring the event is run on-time and within budget. Along the way, I communicate with all departments; evaluate, critique, and creatively help form the message to reach its intended audience. 2000-present

**U.S. Marketing Director/Consultant** – Robinson's Shoemakers – N. Ireland. Skyped the Managing Director daily; wrote marketing materials; copyedited grant proposals; advised the re-design of their website and use of Facebook; gained an introductory meeting with and pitched the business to a major U.S. retailer in New York City. 12/2013-5/2014

**TV Crew Floor Director, Audio, Camera, etc.** – Seattle.

Part-time staff at KCTS, KIRO, KCPQ, Microsoft Studios, King County TV, Seattle Channel, plus freelance work with clients such as NBC, ABC, CBS, PBS, BBC, NHK (Japan), RTI (Italy), etc., etc. Field audio, studio and robotic cameras, floor directing, assistant director, technical director, graphics operator, tape operator, production assistant, grip, make-up artist, teleprompter, etc., etc. I worked on documentaries, live TV news, satellite uplinks, sports, music, public affairs, commercials, corporate and training videos, man-on-the-streets, telethons, promos, etc., etc. This strong crew background bolsters my ability to manage a project in ways that only hands-on experience can. 1986-2005

**Education:**

**Bachelor of Arts – Telecommunications & Film** – University of Oregon  
Aesthetic and practical study of TV, Radio, and Film, with an emphasis on Visual Design: photography, letterform, graphic arts, etc. Coursework included writing, law, theater/drama, directing, and an internship at KEZI-TV.

**Business Certificate – Project Management** – North Seattle College

**Continuing Education Coursework** – Facilitator Training, Process Improvement; TV/Film Production Management – University of Washington

**Military:**

Oregon Army National Guard – 115<sup>th</sup> Public Affairs Detachment – Salem  
Cable TV show director and writer; newspaper photographer and copyeditor.  
AROTC – University of Oregon. Expert weapons rating. Honorable Discharge.

**Community Volunteer:**

Learned and disseminated complex scientific information in a manner suitable for verbal presentations, teaching the general public about animal, habitat, and environmental conservation. Docent, Ambassador, Zookeeper Assistant – Woodland Park Zoo. Beach Naturalist – Seattle Aquarium; People for Puget Sound; Vashon Beach Naturalists. Salmon Naturalist – Friends of the Cedar River Watershed; Environmental Science Center. 2002-2007