

MALLORY GABBARD

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SKILLS

Computer Programs

- Microsoft Office- Word, Excel, Powerpoint, Illustrator, Outlook, etc.
- Apple iWork- Pages, Numbers, Keynote, iMovie, iTunes, etc.
- Google Suite - Docs, Sheets, Slides, etc.
- QuickBooks 2025
- ONeil Software Storage System 2025

Design Programs

- Adobe Creative Suite- Photoshop, Illustrator, InDesign, Aftereffects, Animate, Lightroom, Acrobat, etc.
- 2D/3D AutoCad 2025
- 'Novice' Revit 2025
- 2D/3D VectorWorks 2025
- SketchUp 2025
- Unreal Engine 2025

Certifications

- Aerial Lift Certification 2021
- OSHA 10Hr Certification 2021
- USA 829 Scenic Designer 2021-Current

Administrative Organization

- Maintain company calanders, project gantt charts, shipping/tracking, and infrastructure services including office paperwork (physical/digital), plans/drafting, samples, and package logs
- Secretary for internal & external company meetings & direct follow up communication with clients
- Maintan department receipts/purchases, office inventory and interactive customer service
- Organization of shipping/tracking/rentals for the company
- Maintained crew schedules,timesheets, and supplies

Financial Experience

- Ability to maintain a department's purchase receipts, rentals, promotional inventory, and budget
- Experience generating/tracking purchase orders in various programs and via physical forms
- Comprehensive knowledge of setting up credit accounts/vendor relations and all associated required paperwork [i.e. rental contracts, W-9 forms, ACH forms, COIs, check requests, purchase orders, credit one sheets, letters of guarantee, tax exempt forms, etc]
- Knowledge of and experience preforming credit card reconciliations
- Ability to manage department timecards

Leadership

- Experience with hiring, scheduleing, and managing (1-4) staff members
- Various volunteer and recreatioanal leadership roles

*Valid US Driver's Liscense [NY State]

*Valid US Passport

*Conversational French

EDUCATION

The University of Southern California
Bachelor of Fine Arts

REFERENCES

Available Upon Request

MALLORY GABBARD

EXPERIENCE

Project Coordinator

Company: Alliance Transfer - October 2024 - Current

- Formulates estimates, schedules, and scopes of work while acting as a point of contact throughout all project lifespans.
- Coordinates COI issuances, freight reservations, and daily schedules with a range of major clients from A1 Buildings to NY schools
- Communicates effectively between office and field staff to ensure effective and reliable project outcomes

Set Dec Coordinator

Production: Kiss of the Spider Woman - February- May 2024

Production: ERIC [NY Unit] - March- June 2023

Production: The Morning Show [NY Unit] - August- October 2022

Production: Poker Face - January- July 2022

Production: Hocus Pocus 2 - October 2021- January 2022

- Maintained the department's budget & organized independent weekly meetings with the department head, head accountant, & unit production manager (Submitted POs/Check Requests/Rental Requests/Transpo Logs/Etc.)
- Organized the shipping/tracking/rentals for a department of 5-25 buyers & personnel
- Interviewed/hired/ran schedules for department Production Assistants
- Engaged and communicated with other departments throughout the production to ensure all artistic needs were being met
- Provided infrastructure services such as organization of office paperwork (physical/digital), plans/drafting, samples, and package logs
- Maintained crew schedules/timesheets/ and supplies
- Used my well maintained vendor relationships to negotiate rentals/trade deals/ and special pricing

Production Assistant

Company: Privcap Media - January- March 2023

Production: Severance - January 2020- July 2021

Production: Trial of The Chicago 7 - August 2019-December 2019

- Maintained the company calander, project gantt, shipping/tracking, and office organization
- Operated as Art Director for on-site location scouting and produced scout packets detailing event needs and spce planning
- Acted as secretary during internal & external company meetings & communicated follow-ups directly with clients
- Responsible for maintaining the department receipts/purchases/office crafty and catalogue inventory
- Completed production runs to assorted vendors and set locations

Production Designer

Production: Hunts of Eden - 2019

Production: You Can Call Me Ollie - 2019

Production: No Strings Attached - 2018

Production: Death Fell From the Sky - 2018

- Responsible for the overall look and artistic vision of the production
- Worked closely alongside all department heads, director, and producers to develop ideas and adhere to the budget provided
- Maintained and managed all art department personnel, schedules, and design checks

Art Director

Production: The Forth of July - July-September 2021

- Maintained the department's budget & organized independent weekly meetings with the department head, head accountant, & unit production manager (Submitted POs/Check Requests/Rental Requests/Transpo Logs/Etc.)
- Organized the shipping/tracking/rentals for a department of 5-25 buyers & personnel
- Interviewed/hired/ran schedules for department Production Assistants
- Engaged and communicated with other departments throughout the production to ensure all artistic needs were being met
- Provided infrastructure services such as organization of office paperwork (physical/digital), plans/drafting, samples, and package logs
- Used my well maintained vendor relationships to negotiate rentals/trade deals/ and special pricing
- Generated drafting/plans/schedules for all locations and builds & communicated with construction/scenic/greens/electrics/graphics departments to maintain a tight production schedule & artistic vision

Assistant Designer

Designer: Takeshi Kata - June 2017-2019 [Summers]

Designer: Se Oh - June 2017-2019 [Summers]

- Engaged and communicated with other departments throughout the production to ensure all artistic needs were being met
- Provided infrastructure services such as organization of office paperwork (physical/digital), plans/drafting, samples, and package logs
- Used my well maintained vendor relationships to negotiate rentals/trade deals/ and special pricing