

Kate Lynch
1536 Talbot Avenue
Jacksonville, FL 32205
(904)607-0226
dochollywood@bellsouth.net

Professional Goal: To write, produce & direct quality motion pictures.

Currently working as: Production manager & line producer.

I Can:

- Complete a production through all phases of production with thoroughness, insight & expertise.
- Be accountable for 7-figure+ working budget, line management & actuals with forethought, hypervigilance & accuracy.
- Anticipate problems and initiate solutions.
- Think creatively.
- Remain very calm and efficient under pressure.
- Work long hours and keep my sense of humor.
- Be gracious, at ease and work well with complex people.
- Conceptualize and support creative vision.

Film Experience:

- 15 years production experience as a line-producer and/or production mgr./coord. on T.V. programs, P.B.S. documentaries, industrials and commercials. This experience includes four years on the staff of an Academy Award-winning documentary film director, work on the staff of an Emmy award-winning director, and additional work on documentary projects for the Smithsonian Institute and the Metropolitan Museum of Art.
- Been accountable to directors, clients and capital sources for realistic working budgets and actual budgets.
- Been sole New York coordinator for productions shooting throughout the U.S. and in Europe, the Middle East and Russia.
- Edited a 30-minute video commercial for Alvin Ailey Dance Company.
- Written, produced and co-directed a 20-minute commercial video production.
- Written two screenplays.
- Published my non-fiction writing.

(continued)

Work History:

At present

Free-lance production work in New York City & Jacksonville.
Projects in 2006-8 have included work on an independent feature film, as well as on two feature length documentaries for cable, full-length training films & industrials – as well as production on many, many commercials. In addition I have started my own production company, Smarty Pants Pictures, with two projects currently in development.

1992 – 2005

Duval County Public Schools, Jacksonville, FL

Performing arts school administrator and classroom teacher.

Primary relevant responsibilities included:

- ✓ Wrote, monitored & actualized 7-figure school budget.
- ✓ Supervised, observed, listened to, mentored, worked with and learned from hundreds of individuals over the course of a 14-year career in education.
- ✓ Synthesized school's curriculum agenda, faculty training, theatrical performance requirements and national standards requirements into a week-by-week organizational calendar. Facilitated and supervised the implementation of related events throughout the year.
- ✓ Interfaced with community, faculty and students to create and nourish a rigorous and fruitful performing arts school culture.

1984-1992

Free-lance production work in New York, Florida and Georgia

Line-producer, production coordinator on numerous P.B.S. documentaries, industrials and commercials.

1980-1983

Bill Fertik & Co., Inc, New York City

Executive assistant, office manager and production coordinator on T.V. programs, documentaries and commercials.

1979-1980

Metropolitan Museum of Art, New York City

Publishing and photographic production assistant.

Education:

- **Doctorate in Educational Leadership** (currently completing dissertation). Shared the valedictorian position with another member of doctoral cohort. Area of focus and expertise: performing arts schools. University of North Florida, Jacksonville, Florida
- **Master of Elementary Education degree**
Maintained a 4.0 grade point average and earned a graduate assistantship.
University of North Florida, Jacksonville, Florida
- **Bachelor of Arts degree, English Literature**
University of Colorado, Boulder, Colorado
- **Courses in advanced screenwriting techniques**
New York University Film School, New York City

