

SHEA BERNARD GUETTI

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OBJECTIVE STATEMENT

I am eager to contribute my strong communication and administrative skills to a company that offers a learning environment, friendly atmosphere and a place that I can become part of a Team. I am looking for a career move rather than settling for a "job".

PROFILE OF QUALIFICATIONS

- ☛ 10+ years of administrative; phones, fax/copier, scheduling, data-entry, calendars, file keeping, travel arrangements, ordering/receiving/tracking, mail, greeting clients, appointment setting and strong writing skills.
- ☛ Educated in communications, solid experience in sales, production, administrative, proven efficacy at negotiating interpersonal complexities
- ☛ Independent thinker who works well in team environment as well as on my own
- ☛ Successfully facilitated complex interactions between clients, customers, vendors and fellow employees
- ☛ Liaison skills between company point person/department and clients
- ☛ Very strong communications skills, able to multi-task in a deadline driven environment, wear many hats as needed, highly organized, attention to detail
- ☛ Maintain a sense of humor and objectivity in the midst of deadlines and complex, demanding situations
- ☛ Computer savvy and learn new programs quickly and easily
- ☛ Competent in MS Office (Word, FileMaker Pro, Excel), Explorer, Outlook Express, Now Up-to-Date (as well as several other Calendar/Scheduling programs on both MAC and PC systems), Quark Xpress, Facebook, Twitter. Familiarity with PageMaker, Photoshop, Freehand

EXPERIENCE

2008-current Stay-At-Home-Mom, Peterborough, NH / Independent Contractor /

- I have worked as an independent contractor over the past three years including being a Curator for local art collector and a Researcher for an award winning writer/Poet. However, my main focus and "full-time" job has been a stay-at-home-mom. I feel very lucky to have been able to raise my son for three years and it was important for me to do so. However, I am excited and eager to get back into the work force and to become part of something important that is outside of my home.

2006-2008 SAU 60, Alstead, NH / Communications Specialist / Administrator

- One on One aide/coordinator to a learning disabled/communications challenged child in middle school setting
- Coordinated all administrative duties; data entry, phones, faxing/copying, scheduling, letter writing, setting appointments and ordering/tracking educational materials from vendors
- Modified/formulated work in: English, Spanish, science, social studies, music, guidance, technology, and health

- Taught math and reading
- Created unique teaching techniques and lessons
- Used computer software, Internet, textbooks, magazines, library, manuals, and personal knowledge as tools
- Attended all calls, progress meetings, parent/teacher conferences and all other meetings

2004-2005 CREATIVE BUBBLE, New York, NY / Executive Producer

- Produced all aspects of post-production: held casting sessions and booked talent, budgeting, scheduling and administrative duties including managing phones/fax/copier, scheduling, data entry, ordering supplies, email, etc.
- Managed projects from inception to completion
- Oversaw editors and vfx, graphics, music/sound designers and mixers
- Worked in conjunction with sales and PR departments
- Maintained and built relationships with clients and vendors

2002-2004 ELIAS ARTS, New York, NY / Director of Business Development

- Primary contact for clients
- Coordinated production, oversaw/attended all calls, meetings and sessions through job completion
- Developed strategic direction/positioning on a project-by-project basis
- Created business development strategies and tactical approaches to acquire new clients
- Traveled to client sites and visited with producers, heads of production, creative directors, brand managers and marketing professionals to describe our services, conducted project meetings

2001-2002 ZOOMA ZOOMA PRODUCTIONS, New York, NY / Sales Representative

- Represented directors Sam Raimi, Alan Cumming, and Eden Tyler in commercial advertising, providing strategic advisement
- Brought in new business from agencies: Wieden & Kennedy, Doyle Dane Bernbach, J. Walter Thompson, Arnold
- Updated promotional material, built directors' reels, interviewed potential new directors
- Booked talent, crew, craft service, and identified and secured locations
- Attended and participated in conference calls, production meetings, pre-pros and on set

2000-2001 ZIEGLER MANAGEMENT GROUP, New York, NY / Sales Representative

- Represented Biscuit, Filmworks, Omaha Pictures, Stiefel & Co. and Spot Welders
- Responsible for maintaining relationships with production companies and client base
- Generated over two million dollars in revenue

1999-2000 RED CAT PRODUCTIONS, Boston, MA / Producer

- Produced, with John Huet (award-winning international photographer/director)
- Managed production: budgeting, hired talent, scouts, assistants, stylists, props/wardrobe, catering, crew and equipment
- Maintained relationships with vendors, agencies, reps and companies worldwide
- Produced campaigns for Nike, Fidelity, Microsoft, BMW, Wrangler, Frito-Lay, Spalding

1994-1998 THE CREATIVE TEAM, Boston, MA / Account Coordinator

- Organized and managed jobs from concept through production
- Oversaw operations: distribution, kept track of status ensuring job completion
- Helped design and execute logos, direct mail, and packaging
- Functioned as liaison with vendors and clients

RELATED EXPERIENCE

- Produced a short film, entered into the Sundance Festival
- Principal Actress in ESPN/Tostitos and AMC commercials
- Produced numerous spec spots for directors, as well as print ads

EDUCATION

- Bradford College, Bradford MA: Communications 1992-1994
- Emerson College, Boston MA: Liberal Arts 1990-1992