

AMY BEAM

PRODUCTION MANAGER | PRODUCTION COORDINATOR

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Dedicated and detailed professional with a successful track record of leading projects and productions for clients. Quick learner and passionate about production, events, and project management. Manages all aspects of the project lifecycle, from conception to delivery. Comfortable wearing many hats in fast-paced environments – supporting through executive leadership, business strategy, marketing, budgetary forecasting, risk assessment, problem-solving, and time management. Serves as the point-of-contact between cross-functional teams to enhance team efficiency, uphold product quality, and consistently raise the bar.

CORE SKILLS

Project Management Production	Executive Leadership Hiring	Logistics Scheduling
Program Planning & Training	Risk Mitigation Problem-Solving	Highly Adaptable & Flexible
Budget Management Reporting	Operations Process Improvement	Solution Oriented Tech Savvy
Talent Relations Event Planning	Vendor Management Sourcing	Team Leadership & Mentorship

PROFESSIONAL EXPERIENCE

MANAGER, HEALTH & SAFETY

08/2020 – 11/2023

Walt Disney Television: It's Always Sunny in Philadelphia, Snowfall, Rebel, Station 19 | Los Angeles, CA

- Contracted by Disney in response to the COVID-19 pandemic, supported entertainment and production staff in developing new health & safety protocols in accordance with evolving local and national regulations.
- Led cross-functional teams to prioritize emergency response projects while in a high-stress environment.
- Implemented comprehensive COVID-19 guidelines across multiple production departments, conducting health compliance training and ensuring adherence to safety protocols.
- Tested 300+ people regularly (1,200+ tests per week); oversaw equipment and testing procurement, budgeting, ordered PPE for the entire team, and executed all testing logistics. Never ran out of supplies.
- Strong ability to communicate with the team and resolve conflict escalations, advising management on the altering situation and any necessary adjustments to their crew's health and safety.
- Liaised between production, studio leadership, talent, key stakeholders, and government representatives to address conflicts, concerns, violations, and compliance issues. Established relationships with Talent and Reps to schedule Talent's testing and relay the production's safety protocols.
- Managed and lead the set-up, operation, and tear down of all covid testing sites and on-set supply stations.

PRODUCTION SUPERVISOR

2020

HBO Max: Beth Stelling: Girl Daddy | Irwin Entertainment | Los Angeles, CA / Minneapolis, MN

- Managed production operations in Minneapolis, overseeing crew hiring and vendor sourcing.
- Coordinated travel logistics for producers, talent, and distant hires.
- Handled procurement and coordination of production resources, including rentals, materials, and crew meals.

POST-PRODUCTION COORDINATOR

2020

YouTube: Light Speed, Docuseries | JASH | Los Angeles, CA

- Orchestrated post-production processes, managing paperwork, schedules, and ensuring accurate deliverables.
- Collaborated with network and production company for streamlined communication and coordination.
- Spearheaded compilation of production wrap deliverables, showcasing attention to detail and organization.

PRODUCTION COORDINATOR

2019

Jim Henson’s Creature Shop | Los Angeles, CA

- Oversaw production office functionality, ensuring organizational efficiency.
- Managed production assistants, coordinated meetings, emphasizing team coordination.
- Maintained detailed project budgets, providing financial oversight and reporting.

MANAGER, PRODUCTION

2017 - 2019

Avalon Entertainment | Beverly Hills, CA

- Orchestrated numerous projects from pre-production to final delivery, overseeing all aspects of production, legal, asset requests and residual deliverables. Set up multiple office/studio spaces and dozens of projects.
- Served as a pivotal liaison between Avalon, other studios, and networks during production and wrap. Collaborated closely with Executive Producers and Talent during pre- and post-production phases.
- Scheduled travel for various executives and talent, reconciled receipts, processed expense reports, and assisted with production payroll.

EARLY CAREER

PRODUCTION COORDINATOR

2016 - 2017

Avalon Entertainment | Beverly Hills, CA

ASSISTANT PRODUCTION COORDINATOR

2014 – 2016

Freelance, IATSE 871: Workaholics, America’s Next Top Model, Disney XD, Comedy Central | Los Angeles, CA

PRODUCER’S ASSISTANT

2013 – 2014

Freelance: Workaholics, Adam Devine’s House Party, Checked Out Pilot | Los Angeles, CA

PRODUCTION ASSISTANT

2012 – 2013

Freelance: PBS NewsHour, American Idol, The Voice, FOX | Charlotte, NC

PRODUCTION ASSISTANT

2011 – 2012

Country Music Television (CMT), Viacom | Nashville, TN

EDUCATION

BACHELOR OF ARTS IN COMMUNICATION STUDIES

University of North Carolina Wilmington | Wilmington, NC

*Focus: Public Relations and Television Production,
Activities and societies: UNCW Advertising Chapter,
Association for Campus Entertainment (ACE),
Lambda Pi Eta Honor Society*

CERTIFICATIONS & TRAINING

CERTIFIED: Family Assistance Care Team

Walt Disney Company (Issued June 2023)

GRADUATE: COVID-19 Compliance Officer (CCO)

Health Education Services (Issued August 2020)

TECHNICAL PROFICIENCIES

Areas of Media	Television, Film, Broadcast, Live, Music, Digital Media, Social Media
Production Tools	Movie Magic Budgeting & Scheduling, Media Silo, Frame.io, iMovie, PSL, Scenechronize, Avid, Final Cut Pro, Adobe Photoshop, Final Draft, PICs
General Programs	Google Suite (Sheets, Docs, Drive), Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) Monday.com, DocuSign, Airtable, Box, DropBox, SAP, Concur, Adobe, Workday, Smartsheet, Sharepoint