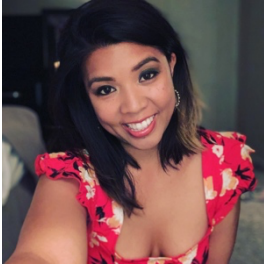






JENNY PHANG

LINE PRODUCER | PRODUCTION MANAGER



Distinguished Production Manager with proven 10 years of success in TV production management and operations for various streaming, broadcasting and documentary series. Known for meticulous planning, strategic negotiation, and adept problem-solving skills. Strived to always build positive relationships with team members. Notable career spans on projects such as "Cesar Millan: Better Human Better Dog", "My Big Fat Fabulous Life", and "Death Row Chronicles." Available to work locally in Los Angeles, Atlanta, and Charlotte.

CONTACT

 Charlotte, NC
 (386) 585 - 2003
 Jennyphang13@gmail.com
 <https://www.linkedin.com/in/jenny-phang-56982224/>

EDUCATION

B.A. / Radio and Television & Communications

University of Central Florida /
Orlando, FL
2007 - 2011

EXPERTISE

Strong Communication Skills

Project Management

Team Leadership

Working in High Pressure
Environments

Detail Oriented and Time
Management

Proficient in Microsoft 360, Canva,
Cashet

Adaptability

Creative Problem-Solving Skills

EXPERIENCE

LINE PRODUCER | LEEPSON BOUND ENTERTAINMENT | OCT 2022 - APR 2024

Produced and managed the production of "Cesar Millan: Better Human Better Dog" on Nat Geo and Disney + for season 2 - 5.

- Staffed and managed crew
- Forecasted and tracked budget and expenses
- Planned and executed logistical movements and created task list for staff
- Ensured vendor payments, approved staff payroll, and approved accounting documents
- Managed relationships with 3rd party vendors to order equipment and necessary tools for project

PRODUCTION MANAGER | PILGRIM MEDIA GROUP | APR 2018 - JUN 2023

Project Manager for docu-series "My Big Fat Fabulous Life" on TLC for season 5,6,8, & 10.

- Built production timelines and distributed to staff and talent
- Communicated and enforced safety policies, code of conduct and facilities regulations with staff.
- Managed the load in and load out of filming locations
- Worked on international shoots and was the liaison with international vendors in countries such France, Spain, Switzerland.
- Handled Carnets for gear travel
- Organized Travel for Talent and Staff (Hotels, Flights, Rental Cars)

PRODUCTION MANAGER | ENTERTAINMENT ONE | JUN 2017 - JAN 2020





Production Manager for "My Celebrity Wedding", "Untold Stories of Hip Hop" and "Death Row Chronicles"

- Planned for shoot preparation: logistics, set ups, acquiring equipment, hiring staff, and clean up
- Organized Travel for Talent and Staff (Hotels, Flights, Rental Cars)
- Communicated and was the liaison of manager and handlers for A-list celebrities such as Cardi B, Snoop Dog, Angie Martinez, and DJ Khaled
- Ensured accurate reconciliation of cash flow expenses using Cashet
- Secured filming location and processed all legal document for digital filing

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ADDITIONAL EXPERIENCE

PRODUCTION MANAGER

Beach Body | Jan 2021 – Feb 2021

Managed Project: “Just Move your Body”

PRODUCTION MANAGER

Pilgrim Media Group / Oct 2020 – Nov 2020

Managed Project for Discovery Channel “Puppy Bowl Presents: The Dog Games”

PRODUCTION MANAGER

Leapson Bounds Entertainment / Mar 2020 – Oct 2020

Managed Project for Nat Geo “The Hatcher Family Dairy”

PRODUCTION MANAGER

A. Smith Productions Co. / Mar 2017 – Jun 2017

Managed Project for NBC “Spartan: Ultimate Team Challenge”

PRODUCTION COORDINATOR

3 BALL Entertainment / Aug 2016 – Dec 2016

Coordinated Project for Spike TV “Bar Rescue: Back to the Bars”

PRODUCTION COORDINATOR

3 BALL Entertainment / Feb 2016 – June 2016

Coordinated Project for WE TV “LA Hair”