

# MERCI LIGERTWOOD

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Seasoned production professional with extensive experience in coordinating and supervising various aspects of content creation; from creative through budgeting, production and post. Organized and perceptive, adept at evaluating creative needs to effectively plan, organize, and coordinate multiple media and production activities.

Strong client-relation skills, negotiation and interpersonal communication abilities. Successful at building productive relationships with cross-functional teams and industry professionals at all levels.

## PROFFESIONAL EXPERIENCE

### Independent/Self-Employed

2002-2016

#### Freelance Production Coordinator/Manager, Commercial & Video production

- Work on a freelance basis, scheduling and coordinating flow of work and production needs.
- Responsible for tracking costs, P.O's, and general distribution of information to crew & talent.

Partial list of companies: Moxie Pictures, RSA USA, Caviar, Anonymous Content, Park Pictures, Pony Show, MJZ, FM Rocks, H.S.I, DNA, Chelsea Pictures, Go Films, Hungry Man, @Radical Media, Partizan.

Full list of companies and directors available upon request.

### Miss UNIVERSE (Bahamas) - Miss Universe Organization LLC

2009

#### Segment Producer

Managed all aspects of day-to-day operations for pre-taped segments; including budgeting, scheduling, project management and crew/client services.

- Oversaw the handling of international shipping of camera equipment and various production supplies.
- Collaborated closely with other departments to ensure the timely delivery of components needed for live broadcast.
- Worked with the Bahamian Ministry of Tourism to ensure a successful relationship and production in their country.

### Miss USA (Las Vegas) - Miss Universe Organization LLC

2009

#### Production Manager

- Organized multiple camera crews, updated and maintained their daily shoots schedules. Managed all aspects of location research and logistics for production and worked with local business owners for usage of locations.
- Responsible for the hiring of local crews and acquiring equipment.
- Handled the distribution and collection of all location releases and agreements from local businesses and on screen talent.

### BATTLEBOTS- SEASONS 1-4 - First Television

2000-2002

#### Production Coordinator

- Handled all aspects of TV production.
- Organized shoot dates and assembled crews.
- Coordinated crew and talent travel and accommodations.
- Managed the production of profile and location shoots.
- Oversaw the dubbing and distributing of show tapes and handled daily, weekly and monthly calendars and schedules.
- Coordinated production of other pilots in office during Battlebots hiatus.

## TECHNICAL SKILLS

High Proficiency in Mac OS X, Microsoft office applications, Power point and Point zero budgeting software.