

YVETTE M.L. DIZON
(646) 201-2228

EMPLOYMENT HISTORY

TBWA\CHIAT\DAY, New York, NY 2/04-2/07

Accounts: Sprint/Nextel, Nivea, Masterfoods (Snickers, Combos, Skittles), Embassy, Chivas, NASCAR, Internal New Business Videos, Disruption Videos, Bayer, Absolut, Alcon, Keppra

Associate Producer

- Produced numerous radio commercials and 3D animated commercials, post-production revisions to existing commercials, internal and new business videos; assisted senior producers in all aspects of pre-production, shoot, post-production including bids, estimate and budget management.
- Responsible for director/editor/visual effect selection and bid negotiations with vendors.

STRAIGHTLINE INTERNATIONAL, New York, NY 1/02-2/04

Executive Assistant to CEO/Head of Office Administration

- Prepared agenda and lead weekly management meetings.
- Documented, summarized and distributed information from status meetings/conference calls.

HOUSE OF USHER FILMS, Santa Monica, CA 8/99-8/01

Production Coordinator/Assistant to Director Kinka Usher and Executive Producer Taylor Ferguson

- Performed all assistant duties: rolling calls, maintaining databases, scheduling and prepared correspondence.
- Negotiated and coordinated with vendors, contractors, and building management to maintain facility.
- Managed travel and appointment schedule for director and production crew-international/domestic travel.

EDUCATION

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA 8/94-5/98

BA in Communication Arts – Television Production

Minor in Business Administration – Marketing