**Tonya VanHorn-Peat**

**Los Angeles, CA. Email:** [**tpeat2025@gmail.com**](mailto:tpeat2025@gmail.com) **Mobile: (818) 681-3777**

**Profile**: With diverse experience in film, television production and entertainment event coordination. I am a proven loyal employee with exceptional people and customer service skills as well as a positive attitude. I was recruited by three of the companies I worked for and was lauded for my abilities to multitask, working under pressure to meet fast paced deadlines. I have strong verbal and written communication skills and am detail oriented. I have liaised with all levels of executives and personnel with the highest level of integrity. I have experience with Microsoft Word, Excel, Access, FileMaker Pro, Photoshop, Movie Magic and Easy-Q software, as well as being proficient with Mac Os X, Windows platforms and Google Drive.

**Experience:**

**Director of Digital Outreach/Wedding Coordinator**. North Hollywood First United Methodist Church. 8/16-present part-time. Oversee all digital media, creation and maintenance of the website nohofumc.org, all social media, coordinate weddings and events. Give tours of the facility and coordinate with vendors. Production Coordinator for weekly live streaming of service. Editing multiple in-house videos weekly. Create press releases on social media for upcoming events. Research and execute special events and projects. Maintain wedding and event related web sites such as TheKnot.com.

**Production Associate (DGA)**. Bell Productions. “The Young and the Restless” Los Angeles, CA 6/15-9/15 Created incredibly detailed production break downs with Excel from daily scripts. Used as a roadma for weekly production meetings by all departments to create a cohesive work flow; finalized scripts and taping schedules for each director daily meetings.

**Freelance Consultant/Coordinator Positions.** 10/07-Current. Beautycounter consultant with a passion to get stricter laws passed for personal care products and educate the public. Stand Up 2 Cancer PSA with Morgan Freeman. Full House Leasing property management, “Fishhound” an online fly fishing web site, Chiro Care, Property Resources Management, Stella & Dot.

**Production Associate (DGA)**. Corday Productions/NBCUniversal. “Days of our Lives” Burbank, CA. 1/02-10/07 (Freelance thru 2014): Finalize daily taping schedule based on writer and director script notes. Provide editors with all continuity and digitizing notes. **Back up Coordinating Producer**: Coordinate multiple departments, actor availability and set availability to schedule production daily. Create cohesive workflows.

**Production Assistant**. Bell Productions. “The Young and the Restless” Los Angeles, CA. 4/01-12/01 Implement script changes from head writer using Movie Magic, finalize, copy and distribute scripts; create and update music queue sheets using Easy-Q database software, liaison between music supervisors and ASCAP. **Back-up Production Associate (DGA)**

**Executive Assistant**. NBC Productions. “Passions” Studio City, CA. 3/00-4/01 Create production breakdowns from scripts, used for every department in the production. Answer heavy phones, schedule meetings, conference calls, assist in planning travel. Point of contact for multiple departments.

**Assistant to the Producers & Production Associate** **(DGA).** Spelling Entertainment. “Sunset Beach” Burbank, CA. 5/99-12/99 Answering heavy phones, scheduling, prioritize fan mail. Assist talent when needed. Back up for Associate Producer: create and maintain taping schedules & production breakdowns with great attention to detail. DGA Production Associate.

**Research and Tape Vault Associate**. “Entertainment Tonight”. CBS Distribution. Los Angeles, CA. 1/99-5/99 required attention to detail and the ability to prioritize information for daily live feed shows. Strong written communication skills and created trivia questions for the show daily. Create written description of live performances and show clips from the tape vault for organization & easy access for daily show. Worked Press junkets.

**Education:**

**Washington State University**. (Edward R. Murrow School of Communications) Pullman, WA. BA.

Major: Communications with an emphasis in Broadcast Production: Minor: Marketing.

Volunteered for the on campus PBS affiliates: set decoration, camera operator, Teleprompter, floor director.

**Bellevue College**. Bellevue, WA. Associates of Arts; Media Communications and Technology

Television and Video production. As well as Directing and Stage Managing in the theater department.