

MOLLY WOODBRIDGE

CREATIVE WRITER DIRECTOR PRODUCER | PUBLIC RELATIONS | PROJECT MANAGEMENT

303-520-9409 cell 817-744-7151 office

Email molly@mollywoodbridge.com Reel <http://www.mollywoodbridge.com>

Fort Worth, TX 76108

EXPERTISE

Marketing/Communications
Video Production
Corporate Relations
Corporate Strategy
Process Improvement
Event Management

EXPERIENCE

Events, *The Rotary Club of Fort Worth Downtown TX* (2017-2019)

- Meticulously oversaw all aspects of weekly program for large scale club of 300+ Fort Worth business leaders while consistently managing Rotary business objectives.
- Aligned speakers and their teams for presentations. Recruited and organized club volunteers. Represented club to guests, outside vendors and potential members. Polished client management skills.
- Improved organization of weekly program setup and execution. Gathered, translated and disseminated complex information clearly and concisely to multiple members and guests.
- On boarded new members and ensured a quality member experience. Created a small club atmosphere in a large club environment.
- Served as editor, compiler and proofreader for weekly club newsletter.
- Co-manage membership databases. Reconcile cash, check, credit and comp lunch transactions for accounting. Support Executive Director and Club Officers.

Public Relations and Events, *mollywoodbridge.com Denver CO* (2010-2012)

- *Fastlane Productions Inc.*, Planned and executed corporate events, sponsors, bands, presentations and more.
- Researched and wrote *The Ultimate Wine Guy* segments for *Cooking Channel* show *Hot Mixology*. Managed on-air guests for show tapings with logistics, release forms and more.
- Managed and resolved issues for small scale events. Oversaw rooftop movie series, board meetings and more.
- Produced marketing materials (email, flyers, banners, slide presentations.)

Creative Services Producer, Director, Writer, *Starz Entertainment, Englewood CO* (2006-2010)

- Expertly conceived, wrote and produced broadcast and web promotions through all phases of video and post production for Starz, Kids&Family, Cinema, Comedy, Edge, InBlack, On Demand, Encore, Action, Suspense, Love, and Encore Networks.
- Consistently managed multiple projects with cross functional teams and timelines in a complex organizational matrix. Approved promo segments for on-air broadcast and streaming. Engaged and retained viewers.
- View Portfolio at <http://www.mollywoodbridge.com>
- Met with Senior Executive leadership to improve production work flow and departmental collaborations. Yielded bi monthly round table sessions for related departments coming together to discuss changes in processes. These sessions resulted in improved accuracy and efficiency in manpower and final product.

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Creative Services Producer, Director, Writer, *Starz Entertainment* (2006-2010) *Continued:*

- Led creative process and ensured branding message with Post Production, Graphics, On-Air and web Programming, Corporate Communications, Promotion Scheduling, Master Control among other internal departments.
- Oversaw creative teams to produce feature segments for *Sundance and Denver Film Festivals; Comic Con San Diego* all within *Starz* brand vision. Explainer segment selected for On-Air, marketing and sales reels.
- Fostered junior producer growth through mentorship. Supervised talent and production crews. Collaborated with A list talent, publicists and served as liaison to studio reps (*Sony, Paramount & Fox.*) Researched, planned and executed promotional campaigns from inception to completion always staying on brand and within budget.
- Expertly produced movie premieres, press junket, early screenings and red carpet events, including *Avatar, Shrek 3, Julie & Julia, Inglorious Basterds* and *Talladega Nights* among others. Selected to conduct exclusive interviews for broadcast and web media with *Angelina Jolie, Hugh Jackman, Meryl Streep, Annette Bening, Ridley Scott, Foo Fighters* and *Weezer* among others.

Associate Producer (2002–2006)

- Led creative teams to produce feature segments *Wired Next Fest, Anime Expo Anaheim, and Summer X Games LA*. Directed talent and crew. *Next Fest* chosen for internal and external showcases and marketing press reels.
- Researched, field produced segments for *Telluride* and *Tribeca Film Festivals, Winter X Games Aspen* and *Montreal "Just for Laughs" Comedy Festival* among others.
- Led field and studio production, managed crews and production assistants. Set up timelines. Lit and framed shots for talent interviews. Shot b-roll with DV Camera; scouted locations.

Production Assistant (2000–2002)

- Selected as sole PA for *Action* network Relaunch team. Rebranded all interstitials with Creative Director. Pitched ideas, storyboarded and produced promos combining business objectives and creative directives.
- Covered *Summer X Games Philadelphia, Toronto Film Festival* and *Gene Autry Museum Opening*. Conducted numerous interviews. Boosted team building initiatives for entire department.

Promotion Scheduler & Planner (1999–2000)

- Created and planned execution of on air breaks for *Starz, Kids & Family, Cinema, Mystery and Love Stories*.
- Launched *Starz Cinema* and ensured producers met branding standards. Coordinated all IT training for staff.

EDUCATION

B.A., Communications, Media Management • *Emphasis Marketing*
UNIVERSITY OF COLORADO, Colorado Springs, CO

TECHNOLOGY

Mac iOS, Pages, Numbers, Keynote, Microsoft Office, Word, Excel, Powerpoint, Sharepoint, Drop Box, Google docs
Working Knowledge: Avid, Final Cut Pro, Smoke, Digital Suite, Pro Tools, Adobe After Effects, Premiere Pro, Audition,
AV Presentation: laptop, splitter box, CODEC, projectors, hand mic, lavalier, DAC-DB & ClubRunner,
Easily learn new software and intuitively navigate various databases.

LinkedIn: <http://www.linkedin.com/in/mollywoodbridge>
Website / Reel: www.mollywoodbridge.com