

“In every job that must be done, there is an element of fun.” - Mary Poppins



IN A NUTSHELL

13+ years of entertainment industry experience, working with high-level executives, award winning filmmakers and talented artists in Disney Animation, both feature film and television.

THE WHOLE ENCHILADA

Creative, passionate, strategic, collaborative team-player, who excels at the production of original video content. A valuable asset to various teams, such as marketing, creative services, social media, video content production, communications and special events. The perfect blend of talent, innovation and enthusiasm with fresh ideas!

CREAM OF THE CROP

University of Southern California
+
New York University
(Dean's List)

ICING ON THE CAKE

Fluent in MS Office Suite, Outlook, Keynote, PowerPoint, Photoshop, SAP, Mac and PC.
Working knowledge of video compression requirements and content delivery methods.

FOOD FOR THOUGHT

“Tia is a real prize - enthusiastic without limit, passionate, positive and incredibly dedicated to each and every project she touches.”
- Byron Howard
Director of *Zootopia*



PROFESSIONAL EXPERIENCE

The Walt Disney Studios 📍 Burbank, CA

● Walt Disney Television Animation

Production Department Secretary | 2014 - 2017

- Managed production schedules for Executive and Line Producers, and Directors
- Created executive Keynote presentations for conventions and internal partners
- Organized tracking documents, spreadsheets and any necessary correspondence
- Prepared and submitted screen credits for each episode of the show
- Generated expense reports, handled phones and ordered office supplies
- Serviced creative asset requests to publicity, legal and digital teams
- Coordinated travel arrangements, promotional events and wrap parties

● Walt Disney Animation Studios

Creative Services Supervisor/Producer, Global Marketing| 2008-2013

- Produced, developed and wrote video content for various marketing platforms
- Served as point-person during the video content creation process, concept to finish
- Managed all film shoot elements; hiring vendors, scheduling and interviewing talent
- Scouted filmshoot locations, handled set decor and fulfilled special requests
- Conceptualized content graphics and worked with external agencies to finalize
- Selected music, created video structure and tracked all asset requests
- Facilitated edit sessions, maintained budgets and delivered deadline driven content
- Submitted all content to legal, music, filmmakers and executives for final approval
- Arranged and participated in brainstorming sessions and global marketing summits
- Wrote bios for filmmakers, artists and executives for publicity
- Built Keynote presentations for local and global conventions and festivals
- Generated marketing and publicity concepts for *Emmy* and *Academy Award* winning Disney Animation features and shorts, such as *Frozen* and *Big Hero 6*

● Project Coordinator, Worldwide Marketing & Publicity| 2005-2008

- Project managed the delivery of artwork assets and video elements to business units
- Built Keynote presentations for filmmakers, artists and executives
- Scheduled and staffed long lead domestic and international press junkets
- Developed trusted relationships with vendors and talent by producing EPK shoots
- Directed and scheduled publicity photo shoots for filmmakers, artists and executives
- Organized and conducted VIP tours consisting of artist demos and filmmakers intros

● Sr. Secretary, Communications| 2003-2005

- Assisted the department's Directors and provided back-up support to VP and SVP
- Managed extensive scheduling, heavy phones and travel arrangements
- Generated comprehensive expense reports and ordered office supplies
- Coordinated tracking, routing and delivery submissions for Product Development
- Facilitated confidential film script distribution to internal partners
- Executed all logistics for special events, promotional screenings and VIP tours



CONTACT INFORMATION



www.tiamell.com



818.606.6252



tiamell@yahoo.com