

from the desk of

# JUNE NHO IVERS

**address**

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<http://www.june-films.com>

## Profile

I've been working as a freelance producer in Los Angeles & Seattle. I am a supremely organized multi-tasker and a master of logistics; working under pressure and with a deadline is second nature to me. I never lose sight of the big picture and all the minute details that create a superb project. I am a self-starter that thrives in a team environment.

## Experience

**Freelance, Line Producer/Post Production Supervisor • Commercials** Seattle/LA 2010 +  
Represent the company and streamline communication from bidding to post production. Manage multiple schedules and deadlines. Oversee the handling of the budget and logistics of the project. Execute ideas and advise the director in achieving the visual concept onto the screen. Communicate with all the key players in the project with courtesy, respect & enthusiasm.

**Freelance, Production Supervisor • Commercials** Los Angeles, CA 2006-2010  
Oversee budget allocation, hiring crew and organizing commercial shoots for national market broadcast and viral media. Execute ideas generated from the client and the director, and deliver footage under extreme time constraints. Communicate the day-to-day operations and logistics between the company, client and crew. Supervise payment of vendors and payroll. Execute a budgetary wrap with complete paperwork for the financial records of the company (my work is the example procedure at multiple companies).

**NBC Universal Insurance & Legal Liaison, X-entrik Liaison** Los Angeles, CA 2008  
Coordinate communication and necessary insurance paperwork between the vendors, legal teams, and insurance adjusters. Aided the company and the legal advisors with detailed lists and information of the multi-million dollar loss (See Universal Studios 2008 fire). Research and collected necessary files on loss of value within 2 weeks. Settled the case within six months.

## Education

Northwestern University (Evanston, Illinois), 2001  
B.S. in Speech (Radio/TV/Film) + Certificate in the Creative Media Writing Program

## Skills

Proficient in MS Office (Word, Excel, Powerpoint), Canon Mark III, iLife, iWork (Pages, Numbers, Keynote). Working knowledge of HTML, Adobe Creative Suite (Photoshop, Illustrator, Light Room), Dreamweaver, and Editing Softwares (Avid, iMovie, Final Cut Pro X). Speak and read elementary Spanish, French, German & Korean.

## Referrals

Nate Young [ Producer, Hungry Man ] 323 899 8928 • [nate.young@mac.com](mailto:nate.young@mac.com)  
Eric Escott [ Producer, The Directors Bureau ] 323 630 1999 • [eric.escott@mac.com](mailto:eric.escott@mac.com)  
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