

WILEEN CHARLES

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SUMMARY OF EXPERIENCE

EXECUTIVE:

- Develop and manage all the essential elements and functions of the creative and production teams

SUPERVISORY:

- Create and maintain budgets, General Ledger reports, actuals and final cost reports, payment schedules, production and post calendars.
- Lock creative story direction between main creative teams and production. Generate story and production efficiency.
- Negotiate vendor and crew deals. Oversee payroll and vendor invoices. Manage ordering all equipment for production and post.

PRODUCTION:

- Secure locations through scouts. Organize talent through casting sessions. Everything is based upon story needs via shot lists / shooting schedules and story beats.
- Oversee production insurance, location contracts, releases, call sheets, production reports, the handling of talent, crew and vendors.
- Arrange domestic and international shoots, crews, visas, carnets. Book travel and accommodations based on creative goals.
- Review and finalize music licenses, cue sheets, liaise with post-production to obtain music licenses for new/pre-existing licenses.
- Technical knowledge of live streaming shows.
- Offline and Online Scheduling, manage all aspects of deliverables for final show delivery.

SOME CREDITS.

HOME & FAMILY (HALLMARK) (Season 1 - 9)

STEVE NASH SHOWDOWN IN CHINATOWN (LIVE WEB SHOW)

KISS LIVE AND GLOBAL (ORTSBO.COM) (LIVE WEB SHOW)

SANTA BARBARA (MAGAZINE PHOTO SHOOT)

C MAGAZINE/ CALIFORNIA (MAGAZINE PHOTO SHOOT)

DON'T SLEEP, W/ T.J. HOLMES (BET LATE NIGHT NEWS)

NATHAN PACHECO LIVE IN CONCERT (PBS / DISNEY)

STUTZMAN FOR SENATE (POLITICAL AD FOR SENATE RACE)

SINBAD ITS JUST FAMILY (WE TV) (REALITY TV SERIES)

K'NAAN FEATURING NAS "NOTHING TO LOSE" (MUSIC VIDEO)

WILL.I.AM "FOREVER" (MUSIC VIDEO)

FRANK OCEAN (MUSIC VIDEO)

SEAL "WEIGHT OF MY MISTAKES" (MUSIC VIDEO)

SEAL "BEST OF ME" (MUSIC VIDEO)

I WALK THE LINE: A NIGHT FOR JOHNNY CASH (TRIBUTE SHOW)

CLIVE DAVIS PRE-GRAMMY PARTY (INDUSTRY EVENT)

ALL ABOUT AUBREY (OXYGEN) (REALITY TV SERIES)

STEVIE WONDER HOUSE FULL OF TOYS (INDUSTRY EVENT)

A HOME FOR THE HOLIDAYS

AN EVENING OF STARS: UNCF

VH1 DIVAS LIVE

MOTOWN'S 45TH ANNIVERSARY SHOW

TV LAND AWARDS

SUPERBOWL XXXVIII -PRE-GAME SHOW

"THE NATIONAL ANTHEM, (BEYONCE)"

UPM/ Alt. EIC/ LP

PRODUCER

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LINE PRODUCER

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PRODUCTION MANAGER

PRODUCTION COORDINATOR

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PRODUCTION COORDINATOR

PRODUCTION COMPANIES / FREELANCE and CONSULTING

HALLMARK /CROWN MEDIA /H&F PRODUCTIONS	Los Angeles 2012 – Present
PARALLEL 28 EQUIPE, INC.	Los Angeles 2012
INTERTAINMENT MEDIA / ORTSBO.COM	Los Angeles 2010 – 2012
MAD COW PRODUCTIONS	Los Angeles 2011 – 2012
ISH ENTERTAINMENT / OXYGEN / WE TV	Los Angeles 2010 – 2012
RSA FILM / BLACK DOG / LITTLE MINX	Los Angeles 2010 – 2012
GREEN DOT FILMS	Los Angeles 2008 – 2011
UBER CONTENT	Los Angeles 2008 – 2012
HUNGRYMAN FILMS	Los Angeles 2008 – 2012
HSI	Los Angeles 2008 – 2012
BOB INDUSTRIES	Los Angeles 2007 – 2010
MILKT FILMS	Los Angeles 2007 – 2008
HBO	Los Angeles 2007
PARALLEL ENTERTAINMENT	Los Angeles 2007
TELEMUNDO	Los Angeles 2007
GREG SILLS PRODUCTIONS	Los Angeles 2005 – 2006
GALAN ENTERTAINMENT/ FOX	Los Angeles 08/04 – 12/04
MINOR PRODUCTIONS	Los Angeles 2003 – 2004
VIACOM / MTV NETWORKS / VH1 PROGRAMMING	New York 1999 – 2003

(Complete list available upon request)

UNITED STATES ARMY RESERVE (M.O.S. Medical Specialist) (1994-2001)

EDUCATION

Salem State University (1999) Communications

REFERECES

Brandi Howard	Manager, Compensation & Benefits	Crown Media / Hallmark
Vicki Prieto	Original Comedy /Production Executive	Netflix

(ADDITIONAL CREDITS & REFERENCES ARE AVAILABLE UPON REQUEST)