

CARA KAY

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(212)920-5874

OBJECTIVE To utilize my artistic & analytical skills for entertainment production

PRODUCTION CREDITS *Short Sighted* – HD/P2/NYC locations/Reality
Everyday Woman – Studio/Talk Show
Raising An Amazing Generation – Location/Talk Show
Muslim Journey to Hope – Studio/Hosted/Re-enactments
I Gospel – Studio/Musical Performances
C.A.T.S – Studio/Vocal Talent Show

QUALIFICATIONS

- Broad knowledge of current production & post-production techniques
- Highly experienced in writing & producing show concepts within budget
- Possess a strong eye for graphics as well as an ear for music and sound design
- Capable of generating compelling & inovative promotional concepts
- Strongly skilled in market-based concept development
- Excellent research and script writing capabilities
- Effective organization and multi-tasking techniques
- Successful in pre-production, production, and post-production
- Skilled in supervising Avid offline/online edits
- Naturally diplomatic, positive and outgoing

EMPLOYMENT

(2008-2009) Producer, *Short Sighted*

Conceived show concept
Found locations, guests and host
Coordinated shoot and wrote scripts
Managed shoot on location
Planned and developed web related content for show
Helped develop graphic package for the open
Supervised the sound mix for the open

(2008-2009) Producer, *Start Up*

Found a production company to develop an original script for Halogen Network
Worked with Plywood Picttures as a network liaison during development phase
Headed the casting effort
Supervised post production sound mix

(2006-2008) Associate Producer, *Everyday Woman*

Developed and coordinated feature segments
Utilized the Avid for rough cut editing
Utilized the camera for capturing b-roll and conducting interviews
Traveled to various locations across U.S. to manage field crew

(2004-2006) Associate Producer, *The Inspiration Networks*

Coordinated and assisted in producing feature segments
Hired and directed actors for reenactments
Ran editing sessions in both linear and non-linear suites
Created show formats, wrote and edited scripts
Gathered lengthy interviews & edited them down to 10 min stories
Selected appropriate b-roll and reenactment scenes for edit sessions
Worked with sound designer to create appropriate original music
Coordinated guest spots
Assigned as personal assistant to celebrity guests for various shows

(2002-2004) Professional Actor, Cleveland, Ohio

Tony and Tina's Wedding at Playhouse Square

EDUCATION

BA in Theater, University of Akron, *Magna Cum Laude*

REFERENCES

Rebekah Henderson, General Manager, *Halogen Network*
803-578-1000

Fred Shaheen, Executive Producer, *The Inspiration Network*
704-996-8385

Brendon Choisnet, President, *Plywood Pictures*
917-817-1908

QUOTES OF RECOMMENDATION

“Cara was organized, thorough, and a joy to work with. She truly understands the collaborative process and is always willing to add insight and perspective. I truly value her judgement and opinions.”

J.Julian Christopher, Writer/Director, *Three Menos Productions*

“Cara is personable, professional and energizes all around her as she works. She follows directions well and excels in many production capacities. She has worked as an AP on many projects with me and has demonstrated time after time her ability to anticipated needs and quickly step up to help with a smile.”

Steven Hoyt, Sr. Producer, *Raising an Amazing Generation*

“There are not many potential employees around like Cara anymore. Besides being a quick learner, she is passionately committed to her work. Cara is also equipped with the kind of character qualities that make her a great team player, yet she is proficient enough to work independently as well.”

Fred Shaheen, Executive Producer, *C.A.T.S.*