

Amanda Ludick

407-247-7726
aludick319@gmail.com

SUMMARY OF QUALIFICATIONS

Experienced in tracking and managing a show budget while problem solving in fast paced, high pressure situations. Able to communicate clearly with staff through phone, email, memos, and schedules. Skilled in securing all types of permits in various cities throughout the world. Confident in hiring and training staff and crew with a proven track record in developing and promoting entry level employees.

WORK EXPERIENCE

TELEVISION PRODUCTION MANAGER

Credits on page two

- Help manage production budget with focus on tracking specific lines using Excel and Movie Magic
- Hire technical crew, glam teams, wardrobe department, and production coordinators
- Work with producers and department heads to execute show plans creatively and logistically by negotiating with vendors and securing any show permits through city offices.
- Develop on-site plans for office layouts, catering, craft service, credentials, and parking using Adobe Acrobat Pro and Affinity Designer
- Submit payroll for union and non-union staff and crew through payroll companies including Jacobson, Cast & Crew, as well as Entertainment Partners
- Ensure all safety guidelines are followed properly by posting required signage and working directly with the safety manager
- Execute a security plan by creating and implementing dot maps, designing credentials, and issuing pass boards to all security personal

TELEVISION PRODUCTION COORDINATOR

Credits on page two

- Hire and oversee production assistants
- Track production assistant budget using excel
- Communicate with department heads for on-site needs
- Execute runs efficiently by prioritizing
- Issue and track purchase orders using excel
- Manage production credit cards and/or petty cash and reconcile receipts using Concur, Cast and Crew Card, and Cashét
- Book travel and issue itineraries for up to 120 staff and crew using mail merge

TELEVISION LOCATION COORDINATOR

TV Credits on page two

- Secure necessary city permits
- Assist with site layouts including drawing site plans using Affinity Designer
- Schedule deliveries for department heads
- Assist in parking and landing any site vehicles including broadcast satellite truck, catering tents, dressing rooms

SPORTS REPORTER

El Osceola Star Newspaper
Orlando, FL

Orlando Magic: Oct 2013 – Apr 2017
Orlando City: Feb 2014 – Oct 2016

- Cover events for team including games, practices, charity events, and press conferences
- Interview coaches and players
- Offer personal commentary through weekly recaps for each team

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TV CREDITS

PRODUCTION MANAGER

2020 Democratic National Convention	Many	June 2020 – August 2020
Volcano Live!	ABC	January – March 2020
Live from the Red Carpet at the Golden Globes	E!	December 2019 – January 2020

PRODUCTION COORDINATOR

Miss Universe	Fox	November – December 2019
People's Choice Awards	E!	September – November 2019
Ink Master Season Finale: S12	Paramount	August – September 2019
Movie and TV Awards	MTV	May – June 2019
Songland: S1	NBC	January – May 2019
Miss Universe	Fox	November – December 2018
People's Choice Awards	E!	September – November 2018
Deal or No Deal: S1	CNBC	July 2018 – September 2018
Push Artist to Watch	MTV	May 2018
Jesus Christ Superstar Live!	NBC	February – April 2018
Million Dollar Listing NY: S7	Bravo	January – February 2018
GRAMMY Red Carpet Live!	CBS	January 2018
An Inconvenient Special	MTV	July 2017

LOCATION COORDINATOR

Showtime at the Apollo: S1P2	Fox	November 2017
Showtime at the Apollo: S1P1	Fox	May – June 2017
Series Fun Gala!	Digital	May 2017

ASSISTANT OFFICE COORDINATOR

Movie and TV Awards	MTV	May – June 2018
Ink Master Season Finale: S9	Spike	October – November 2017
Ink Master Season Finale: S8	Spike	September – October 2016
Trailblazer Honors	Logo	April – July 2016

KEY PRODUCTION ASSISTANT

The Puppy Bowl XIV	Animal Planet	October 2017
The VMAs	MTV	August 2017
One Night Only: Alec Baldwin	Spike	July 2017
Unplugged: Bleachers	MTV	March 2017
Woodies	MTV	March 2017