

Erin Sorel

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Education: *BA Media Studies* Sacred Heart University Class of 2016

Family Care Manager

MULTIPLE FAMILY CHILD CARE COORDINATOR JANUARY 2019 - PRESENT

Exhibit strong multi-tasking and time management skills by balancing needs and schedules for multiple families; provide assistance with homework as well as teaching children problem solving and fundamental skills.

Plan weekly itineraries and coordinate activities with large groups; responsible for ensuring all schedules and individual activities were adhered to.

Organize and prepare materials for upcoming events and day-to-day activities; confirm all required materials and supplies are accounted for.

Specialized care for children with specific medical needs including special dietary restrictions and social/ behavioral impairments.

Scheduling Coordinator/ Television Lead

INDEMAND - R/JL RESOURCES, INC. MAY 2016 - NOVEMBER 2018

Communicate externally with B2B (business to business) representatives to finalize monthly orders and request metadata and television materials as needed.

Responsible for onboarding new team members; provide training on all daily processes to ensure a clear understanding of team roles and responsibilities.

Assist multiple scheduling teams on new programming and scheduling initiatives; work closely with IT to facilitate upgrades and requests.

Manage various monthly orders and preliminary schedules simultaneously; coordinate with movie and television programming to ensure timely completion and delivery of over 7,000 titles per monthly order.

Provide quick and accurate responses to department heads and affiliates as needed.

Television Studio Production // Digital Editing

SACRED HEART UNIVERSITY JANUARY 2013 - MAY 2016

Provide technical and managerial support to production and editorial teams to ensure quality productions; including preparing show rundowns, marking/editing scripts, reserving editing labs/studio time, and booking talent.

Exhibit clear direction and communication while working on tasks and projects to ensure quality productions.

Conceptualize and compose marketing/promotional content for school organizations as well as local businesses through photography/videography, and content editing.

Create, edit, and distribute class itineraries and production materials.

Manage calendars of studios, control room, and editing labs to avoid overbooking.

Coordinate events such as live demonstrations of multimedia and production nuances for open house tours.

Collaborate with creative teams; Provide feedback and offer suggestions for content and track projects against internal timelines.