

Megan Lee Joy

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www.MeganLeeJoy.com

WORK EXPERIENCE (FULL LIST AVAILABLE UPON REQUEST)

[HTTPS://WWW.IMDB.ME/MEGANLEEJOY](https://www.imdb.me/meganleejoy)

Bipolar Studio LA (Production Company & Creative Agency)

LA, CA

Studio & Production Manager

2018

- Assist, develop & design all “pitch” coverage & bid materials.
- Production coordinating; meeting the needs of clients & brands, production and crew, from pre-production through post.
- Office management duties including but not limited to: inventory, budgeting, general office organization, management of PA's, Office Admin's and Post-Production team, etc.
- Organizing studio operations and procedures, planning and organizing production schedules and studio schedules.
- Recruit & interview professionals when needed.
- Manage the Bipolar brand, social media accounts, and marketing.
- Oversee the creative, give guidance to our team of artist's.

Find Your Joy (A Mindfulness-based Media Company)

LA, CA

Founder, Executive Director (Non-Profit filed)

present

- Creating, developing and filming conscious content for the series *Find Your Joy*.
 - Mindfulness based talk & sketch show dedicated to empowering young girls into and through their teenage years via conversation, comedy and their role model's real life experiences.
- Creating, developing and implementing a transformative curriculum for young girls interested in filmmaking.
 - Educational program to teach young girls film production and content creation skills so they can go out into the community as empowered leaders and digital creators in front of and behind the camera.

David Dobkin (Director, Producer, CEO Big Kid Productions)

LA, CA

Producer, Project Manager, Director's Assistant

2014-2018

- Assist, develop & design all “on set” and “pitch” materials including:
 - Decks, look books, rip reels, presentation boards & show bibles via Photoshop, Final Cut, etc.
- Script reading & coverage.
- Recruit & interview professionals when needed; ex. Editor, Printer, Composer, Sound design, Consultants, etc.
- Research, schedule and manage all projects regarding the home; handymen, landscaping, cleaners, painting, interior decorating & party planning.
- Provide childcare, animal care & house management when needed.

Freelance Production

LA, CA

Producer, Talent Coordinator, Production Manager, etc.

2018

- Intel VR commercial with North Kingdom & BiPolarID
- Drake music video “I'm Upset” with Pops Rok for WB
- Maroon 5 music video “Girl Like You” with R.S.A. & Black Dog Films for Interscope
- Future music video “No Shame” with Popp Rok for Epic Records
- Business Inside the Game events “#BIGLoveFest” and the “B.I.G. Power Summit Panel” for Baron Davis Enterprises during NBA All-Star weekend.

Insight LA (Mindfulness Meditation NPO)

LA, CA

*Executive Assistant, Project Manager**May 2017-Dec 2017*

- An array of office duties including but not limited to: expense reports, finance reports, coordination with board of directors, scheduling, maintenance coordination, interior design and property management.
- Assisting the Executive Director and Creative Director.
- Graphic Design for all class/event promotion; Flyers, brochures, posters, postcards, website, social media and more.
- Management of events and volunteers; (ex. Byron Katie book reading at the WGA Theatre, John Kabat-Zinn meditation workshop at Skirball Center).
- Coordination of donor letters, thank you letters and other fundraising materials.

Attack Media (Studio)

LA, CA

*Executive Assistant, Casting, Hosting**Jan 2016-Oct 2016*

- An array of office duties including but not limited to: inventory, budgeting, pickups & deliveries, imdb management, filing, general office organization, management of PA's.
- Assisted for CEO/Producer Kevin Pereira as well as for the Attack Media Studio executives as a whole.
- Assisted, developed & created pitch materials including one sheets and decks from the ground up.
- Managing calendars, heavy scheduling & phones; assisting & taking over for the Office Manager/Production Coordinator.
- Coordinated all travel accommodations private and business.
- Setting up and leading casting sessions for the studio's new shows.
- Set Design, Interior Decorating & Furniture Purchasing for the studio itself and their new shows.
- Hosting their flagship talk show "The Attack".
- Acting for their Comic-Con HQ shows "Mostly Harmless" & "What's News?"

Pixie Propaganda (Creative Production Company)

LA, CA

*Founder, Creative EP**2010-present*

- Producing empowering entertainment; films from pre production through post as well as through the festival circuit. Taking on any and all duties needed.
- Formed project partnerships for multiple brands, companies, studios & individuals. This includes pre-production, on set production, post production, marketing & digital branding.
- Developed and produced complex, "first-time" projects with multiple financiers and stakeholders in short-form and long-form content.
- Duties include, but are not limited to: Development, Graphic Design, Financing (Finding investors, donors, sponsors, brands), Casting, Hiring crew, Production, Finding distribution for film & television projects, Post Production; editing, sound design, color correction & more, Branding, Advertising.
- Developing a specifically branded media presence & social media marketing strategies for each Project: Website, Twitter, Instagram, Facebook, Youtube, Crowdfunding campaigns, etc.
- Finding & creating opportunities for Projects; press, guest appearances, events, interviews, media coverage, etc.
- Creation & maintenance of Project's IMDB page & social media accounts including; graphic design for posters, social media banners, branded material for posts: photo edits, video creation/editing, advertising, logo creation.
- Writing and/or editing copy/scripts.
- Creating one sheets, decks, sizzle reels, pilot's, POC's and other pitch materials/packages.
- Packaging, shopping & pitching Projects.

David Blue (Actor) 2012-2015 / Kylee Campbell (blogger/actor) 2015-2017 / etc.

LA, CA

Social Media Marketing/Branding

- Finding & creating mutually beneficial ventures between my client and other companies.
- Graphic Design for all social media & youtube.

- Developing a specifically branded media presence: Personal Website, Twitter, Instagram, Podcast, Blog, etc.
- Finding & creating opportunities for my client; press, guest appearances, events, interviews, jobs, sponsorships, collaborations, etc.

EDUCATION (LEADERSHIP COURSES & BACCALAUREATE)

University of Oregon

Eugene, OR

Bachelor's Degree of Arts & Science (2)

2005 – 2009

- Theatre Arts and Communication Disorders & Sciences (aka. Speech Pathology & Audiology)

Unlocking Performance: Somatic Workability & Leadership

Cupertino, CA

Tammy White & Denise Benson - Facilitators & Coach

2017-present

Falling Awake: Creating the Life of Your Dreams

Saint Paul, MN

Dave Ellis, PhD - Facilitator & Coach

May, 2016

The Money Course - Master Your Money, Transform Your Life

San Francisco, CA

Lynn Twist: (The Soul of Money Institute, The Pachamama Alliance),

2016

Dr. Dave Ellis: (Falling Awake, The Brande Foundation), & Tammy White: (Elliot Ames, Inc.,

The Alternatives to Violence Project) - Facilitators & Coaches

SKILLS & SPECIALTIES

• Time Management • Positive Attitude • Leadership • Organization • Design • Communication • Collaboration • Dependable • Resourceful, Industrious • Computer & Social Media literate • Talented speaker and writer - effecting in addressing a wide range of audiences • Strong problem solving and strategic planning skills • Analytical, results-oriented, relationship driven and occasionally, perfectionistic • Comfortable both leading and collaborating in strategic, operational and project management • Well-honed sense of ethics, accountability, solid judgement, integrity, and ability to assess and manage risk.