



Baylie Barnes

Production Manager • Production Coordinator • Travel Coordinator *WILLING TO TRAVEL*

P: (786) 393-9338 **E:** barnes.baylie@gmail.com **Location:** Austin, TX

QUALIFICATIONS

- Hard working coordinator with over 8 years production industry experience ranging from working for a production company, talent manager, and on-set in a production office.
- Ability to multi-task -highly motivated, organized individual who can work effectively with minimal supervision.
- Strong time management, organizational and communication, and problem-solving skills.
- Strong knowledge of travel industry and experience arranging travel using web-based booking engines to find cost-effective air/hotel/ground travel arrangements for talent, senior executives, and production crews.
- High levels of integrity and discretion in handling confidential information.

EDUCATION

Master of Legal Studies concentrating in Entertainment Law Pepperdine University - Malibu, CA	2020
Bachelor of Arts in Cinema Art & Science concentrating in Producing with a Minor in Talent Management Columbia College Chicago - Chicago, IL	2016

EXPERIENCE

LIVE SHOWS

Seasonal Exhibitions Coordinator <i>SXSW 2024 Festival</i> Austin, TX	Feb– April 2024
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COMMERCIALS & MUSIC VIDEOS / LIVE MEDIA

Production Coordinator – OPTIMUM Commercial <i>O Positive / The Martin Agency / OPTIMUM</i> Miami, FL	July – August 2023
Production Coordinator – WWE / Slim Jim Commercial <i>WWE / Slim Jim</i> Miami, FL	July 2023
Production Coordinator – Geico ESPN Game Day Commercials “MASCOT” & “COLLECTIBLES” <i>O Positive / The Martin Agency / Geico / ESPN</i> Miami, FL	July 2023
Production / Travel Coordinator – “Adriatic Sea & Greek Gems” & “Greek Island Glow” Cruise Commercials <i>Stonehenge Circle / Virgin Voyages</i> Traveling Shoot: Athens, GRC *Split, HRV *Dubrovnik, HRV *Kotor, MNE *Corfu, GR * Santorini, GRC * Rhodes, GRC * Mykonos, GRC * Bodrum, TUR	April – June 2023
Production Manager – Toyota “LA CHANCLETA” Commercial <i>Prime Tech Productions LLC / C-COM Group / Toyota</i> Miami, FL	March – April 2023
Assist. Production Supervisor – Remy Martin “INCH BY INCH” Super Bowl LVII Commercial <i>Park Pictures / Fred & Farid / Remy Martin</i> Miami, FL	Dec 2022 – Jan 2023
Assist. Production Supervisor – “DISNEY THRILLS” Commercial <i>Some Assembly Required / Yellow Shoes / Walt Disney World</i> Orlando, FL	Dec 2022

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	Project Coordinator / Travel Coordinator – Global Gaming Activation 2022 <i>Find Your Battlefield / EPIC Games / Fortnite</i> Remote for 5 Counties: US, Brazil, Spain, Scotland, & Japan	Oct 2022 – Dec 2022
	Producer – El Yucateco & Don Victor (<i>Social Media Brand Shoot</i>) <i>Spin 360 / Deadhorse, LLC</i> Bentonville, AR	Sept 2022
	Production Supervisor – WHITE VOID / Tobi Lou Music Videos <i>OCTOPUS, INC / Empire Records</i> Los Angeles, CA	Dec 2021 – Jan 2022
	Production Manager – UCI Health “LEAVE A MESSAGE” Commercial <i>OCTOPUS, INC / Swift</i> Los Angeles, CA	Dec 2021
	Production Coordinator – CARTA 2021 Commercial <i>Farm League / Carta / Mococo</i> Miami, FL	Nov 2021
	Production Manager - THE GREAT UNTOLD (<i>Netflix YouTube Series</i>) <i>OCTOPUS, INC / Netflix / ADOBE</i> Traveling Shoot: Wilmington, NC *Healy, AK *Herndon, VA	Aug – Nov 2021
	Production Coordinator - American Family Insurance Commercial <i>Search & Destroy Media, Inc. / Elite Media</i> Miami, FL	May 2021
	Assist. Production Coordinator - Batiste Commercial <i>Broderville Pictures / Batiste / Razorfish</i> Miami, FL	May 2021
	Production Coordinator - Rocket Mortgage Commercial <i>Life in 30 Seconds, LLC / Quicken Loans</i> Miami, FL	May 2021
	Production Coordinator / BUZZ TV HOST (<i>BUZZ Magazine YouTube Channel</i>) <i>BUZZ Magazine</i> Jacksonville, FL	May – Aug 2016
TV SHOWS	Assistant Production Coordinator – BLACK MAFIA FAMILY (<i>Season 3 - MIA Unit</i>) <i>Lionsgate / Starz Family Productions, LLC / STARZ</i> Miami Beach, FL	June 2023
	Assistant Production Coordinator – JUSTIFIED: CITY PRIMEVAL (<i>Season 1- MIA Unit</i>) <i>Sony Pictures / Woodridge Productions, Inc. / FX</i> Miami, FL	Aug 2022
	Add'l Asst. Production Coordinator – MARCEL (<i>Season 1</i>) <i>Warner Bros Entertainment / Proximity Production / Apple TV</i> Miami, FL	July 2022
	Asst. to Executive Producer / Director / Actor J. Franco – THE DEUCE (<i>Seasons 2 & 3</i>) <i>HBO / Blown Deadline Productions</i> New York City, NY	Jan – July 2019 Feb – Aug 2018
	Assistant Production Coordinator – “MAKING A SCENE WITH JAMES FRANCO” (<i>Season 3</i>) <i>Rabbit Bandini / Black Pillz</i> Los Angeles, CA	Nov – Dec 2017
FEATURE FILMS	Creator / Executive Producer – BORN TO RUN (<i>Independent Documentary</i>) <i>Whitehorse Media</i> Alaska	Nov 2021– Current
	Assistant Production Coordinator – MAGIC MIKE’S LAST DANCE (<i>MIA Unit</i>)	April – June 2022



Warner Bros Entertainment / Redemption Pictures | Miami, FL

Directed by Steven Soderbergh

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Pre-Production Coordinator – SNOW SHADOW (*Documentary - MIA Unit*) April 2022
Locas Creative Projects, LTD | Miami, FL

Production / Travel Coordinator – ASLEEP IN MY PALM Jan – Feb 2022
Strike Back Studios / Hideout Pictures | Oberlin, Ohio
Directed by Henry Nelson

Production Secretary – FATHER OF THE BRIDE (*MIA Unit*) June – Aug 2021
Warner Bros Entertainment / KiKi Tree Pictures Inc. | Miami, FL
Directed by Gary Alazraki

Producer – THE QUEEN'S JEWELS (*Short Film*) April 2021 – March 2022
TQJ, LLC | Vero Beach, FL
Atlantis Awards Best Independent Short Script Winner 2022

Production Secretary – THE TOMORROW WAR (*FLA Unit*) Nov 2020
Paramount Pictures / Skydance Media | Fort Lauderdale, FL

Production Secretary – ZOLA Oct – Dec 2018
A24 / Ramona Films / Killer Films / Gigi Films | Tampa, FL
Directed by Janicza Bravo

Assistant Production Coordinator – THE PRETENDERS (*LA Unit*) Sept – Oct 2017
Rabbit Bandini Productions / Cleopatra Entertainment / SSS Ent. | Los Angeles, CA
Directed by James Franco

Producer's Assistant – THE PRETENDERS Sept – Nov 2016
Rabbit Bandini Productions / Cleopatra Entertainment / SSS Ent. | Upstate NY & New York City

ADD'L EXPERIENCE

Independent Travel Agent July 2022 – Current
Fantastic Endeavors

Executive Assistant to the Co-Chair – Michael Rosenberg Dec 2020 – April 2021
Imagine Entertainment | Los Angeles, CA

Office Coordinator Aug – Dec 2020
Fineman Entertainment (Talent Management & Prod. Company) | Los Angeles, CA

Training Coordinator Oct 2019 – May 2020
Intimacy Directors & Coordinators | New York City, NY

Chief of Staff – J. Franco Jan 2018 – Jan 2020
Ramona Films | Los Angeles, CA & New York City, NY

Executive Assistant – J. Franco May 2017 – Jan 2018
Rabbit Bandini & Ramona Films | Los Angeles, CA

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Executive Assistant – Vince Jolivette

Jan – June 2017

Rabbit Bandini | Los Angeles, CA

"Don't Come Back from the Moon," 2017, Directed by Bruce Thierry Cheung

"The Long Home," Directed by James Franco

Executive Assistant – Jay Davis

Aug 2016 – Jan 2017

Dark Rabbit Productions | Los Angeles, CA

"Blood Heist," 2017, Directed by Jenna Cavelle

"Blood Ride," 2017, Directed by Melanie Aitkenhead

"Future World," 2017, Directed by Bruce Thierry Cheung

SKILLS

- Proficiency in Microsoft Office (Outlook, Word, Excel, Power Point) / Google Suite / Keynote / Adobe Photoshop & Lightroom
- Proficiency in Hot Budget / Showbiz Budgeting / Movie Magic Budgeting & Movie Magic Scheduling
- Proficiency in Digital Purchase Order (DPO) CASHet / Expensify / Concur
- Prep & Production Schedules / Call Sheets Production Reports / Travel Grids & Travel Memos
- Production Office Knowledge / SAG-AFTRA Rules and Regulations / Exhibit G
- Knowledgeable in Scenechronize
- **Travel Coordination:** Flights / Greeters / Rental Cars / Hotel accommodations for A-list cliental & production crew / Shipping Carnets

TRAININGS

- **Centrav Air Specialist** Jan 2023
- **Destination Canada Specialist** Destination Canada Aug 2022
- **Travel Alaska Certified Expert** Alaska Travel Industry Association July 2022
- **Alaska Railroad Travel Expert** Alaska Railroad July 2022
- **Anchorage Wild Expert** Visit Anchorage July 2022
- **All- Inclusive Hotels Sales Specialist** Marriot Hotel Excellence! July 2022
- **Hilton Travel Professionals Program** Hilton Worldwide July 2022
- **Hawai'i Destination Specialist** Hawaii Tourism Authority July 2022
- **Universal Orlando Specialist** Universal Studios U Sales Training Program July 2022
- **Disney Destinations Specialist** College of Disney Knowledge July 2022

REFERENCES

- **Vince Jolivette** (Executive Producer: Ramona Films / Rabbit Bandini LA)
- **Stacey LaMotte** (Production Supervisor for Commercials MIA)
- **Maria Chavez** (Production Supervisor / Locations Manager MIA)
- **Pamela Holdridge** (Local 161 Production Coordinator)
- **Patty Harrigan** (Local 161 Production Coordinator)
- **Kenny Hanson** (DGA AD)