

## **ELIZABETH BELL**

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### **OBJECTIVE:**

Seeking contract temporary full or part time work or full time permanent position in project and account management and/or business consulting for exhibitions, trade shows, displays, conferences, and experiential marketing events, tours and campaigns.

### **QUALIFICATIONS:**

Over 8 years experience in technical installation management and event management.

- As technical services manager, coordinated technical needs and requirements to work within a fast paced, competitive and creative environment
- As technical services manager, maintained installation budgets and made sure clients' needs were met whilst keeping installation costs down.
- Analyzed and maintained data to hone information pertinent to department functions, and to develop cost saving and efficiency strategies.
- Created and maintained company wide Technical Training education program, which included an 8 class curriculum, and producing a 20-minute product line specific How To video for company wide and client use.
- Recruited technical staff, crewing resources, and fabrication resources in the US, Canada, Mexico and Dubai, U.A.E.
- Staffed, trained, and contracted freelance installation supervisors for over 400 malls and public spaces over an 8-1/2 year period for seasonal decor projects totaling revenue amounts from \$12-18 million approximately, and event and exhibit Installation Budgets ranging from \$100,000-200,000.
- Managed pre-production for 9 city, 2 tractor trailer mall promotional tour which included staffing, site related technical lead work, drafting contracts, coordinating travel, coordinating rental equipment, researching audio-visual equipment needs and requests for bid, among other duties.
- Production Managed and consulted on travelling museum exhibits, primarily on "Rockwell's America" a 10,000 sq. ft. (10 tractor trailer) interactive exhibit- duties included client interface, budgeting, travel, crewing, scheduling and on site management, in addition to data analysis to develop efficiencies and cost saving strategies.

Over 15 years experience in film, television, and theatrical production in the areas of set dressing and decorating, scenic art and construction.

- Worked on more than 26 productions in this capacity.
- As decorator on small independent feature, decorated 8 period sets on limited budget.
- As assistant set decorator, researched the availability of fabrics, furniture, lighting fixtures, art, flooring and small dressing and did the purchasing for over 30 major motion picture sets, both in the studio and on location.
- As assistant set decorator, coordinated a large amount of promotional and product placed items used as set dressing in the productions.
- As key dresser/leadperson was responsible for rentals, pick-ups, managing crew, and meeting deadlines in the actual dressing of the sets.
- As set dresser, dressed over 150 motion picture sets both in the studio and on location, and was responsible for inventorying rentals, loaned promotional items and purchases.
- As scenic artist and carpenter became very familiar with various design styles used as a background for interior decorating in the film genre.

### **WORK EXPERIENCE:**

Jan. 2010- present: Managing Director, GreenBox Films & Freelance Management Consultant, Beth Bell Consulting- Acting as consulting managing director to emerging film production company and affiliated launching not-for-profit organization. Duties and responsibilities include: creating and establishing company policy and procedure, resource and staff recruiting, management of deadlines and milestones, vetting of service providers, business related research, managing screening event(s), facilitating status meetings,

creative brainstorming, script treatments and pitch writing. In addition, freelance management consulting for seasonal décor, experiential marketing and Installation and Dismantle companies.

Oct. 2000- May 2009: Technical Services Manager, The Becker Group: Managed a department that varied from 4 people to 20 seasonally in all technical aspects involved in the Installation of custom seasonal décor in malls across the United States and abroad. This included coordinating site visits, CAD draftspersons and freelance installation supervisors and also maintaining flame retardancy files on the products sold. I was also responsible for creating and maintaining the installation schedule of 60+ malls each year, doing several site visits myself annually, training new employees and Technical Representatives, and also acted as technical consultant and coordinator on several interactive promotional mall tours such as “Junkyard Wars: On the Road”, and museum exhibits such as “Rockwell’s America”.

2009, 2011, 1989-2001: Freelance Union studio mechanic, working on over 40 film and television productions and commercials in the areas of Set Decoration and dressing, props, scenic painting, prop making, construction and related Art Department disciplines, including high profile projects such as “Runaway Bride”, “The Replacements”, “Twelve Monkeys” and “Contact”. Most recently did on location set dressing for CBS tv show “The Talk” and films “J Edgar”, “Salt” and “How Do You Know” in DC.

I have also done plaster mold building, theatrical, and museum work. My past work credits are too numerous to list in standard resume format. Please see my specialty Production Resume with credits. In addition, I have also done a small amount of retail work.

#### **EDUCATION:**

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS: B.F.A. degree, Technical Direction- School of Design and Production September 1983-May, 1987

BALTIMORE SCHOOL FOR THE ARTS: High School Diploma, Theatre, February 1979-June 1983

#### **PROFESSIONAL AFFILIATION:**

International Alliance of Theatrical Stage Employees and Moving Picture Operators of the U.S. and Canada, Local #487 Mid-Atlantic Studio Mechanics

#### **SKILLS AND ABILITIES:**

Organizational skills; making and meeting deadlines, creating and maintaining budgets, basic computer skills ( Mac and PC Office Suite, Internet research, Outlook, MS Money, basic photo manipulation in Paint, MS Picture Manager), data analysis, purchasing, working to a certain design concept, internal and external communication, management of others and projects, teaching/training, faux painting, finish carpentry, theatrical procedures, color matching, exhibit installation, man hour and cost estimating, hand drafting, basic sewing.

#### **REFERENCES:**

*(References Available Upon Request)*