

# GREG GATELEY

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(310) 562-7139

## HIGHLIGHTS OF QUALIFICATIONS

- Experience in film, television, live event, and new media production.
- Strong background in many areas including management, operations, project management, staff training, supervision, team building, production, content, asset management, tech support and customer service.
- Hard working, driven, and dedicated, while highly-experienced in all aspects of industry work, and is thoroughly familiar with entertainment industry practices, standards, and protocols.
- Extensive Macintosh, Familiarity with Windows, MS Office, Adobe Creative Suite, and more.
- Excellent organizational, communication, analytical, and people skills.

## PROFESSIONAL EXPERIENCE

### *Supervising Producer, Lead Editor, Legal Videographer (2010-2018)*

SIX14 PRODUCTIONS, Los Angeles, California

Responsible for content management, content tracking, video editing and duplication, maintaining content records, and handling a wide variety of special projects.

- Ingested and prepped footage for edits.
- Made and executed creative decision in the edit bay within client specifications.
- Personally tracked and archived digital content and maintained asset database.
- Facilitated video duplication and transfers on a multi-deck dubbing system.
- Assisted on shoots in an administrative capacity and as DIT
- Composed Facebook posts, tweets, and blog posts for marketing.
- Acted as Legal Videographer and covered depositions for clients in the legal field

### *Multi-Camera Script Supervisor (2001-Present)*

FREELANCE, Los Angeles, California

Responsible for gathering, organizing, and distributing scripts and rundowns to production staff and crew.

- Gathered material from multiple creative sources.
- Assembled and organized creative written material into specialized format for the benefit of technical staff and producers.
- Managed and updated production schedule.
- Produced and distributed finished scripts and rundowns to key personnel and department heads.
- Took edit notes in the control room during taping for the benefit of post production.
- Produced and delivered episodes in post when called upon.

### *Executive Assistant (2000-2001)*

FIRST TELEVISION PRODUCTIONS, West Hollywood California

- Set appointments
- Managed calendar
- Made travel arrangements
- Assisted in the casting process
- Offered administrative support to production staff on shows.

### *Production Assistant-Film and Television (1994-2000)*

FREELANCE, Los Angeles, California

- Anything and everything.

## EDUCATION

FULLERTON COLLEGE, Fullerton, California  
Radio & Television Communications, Minor in Theatre