

O'Shay Foreman

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Resume

A dynamic, passionate Associate Producer with a track record of success in production coordination and broadcast operations that drive audience engagement and marketing insights. Possesses a Bachelor of Arts Degree in Film and Television Production and five years of experience creating stories and strategies that are compelling, impactful, and meet the directive agenda in highly collaborative, cross-functional team environments. Proficient with project management methodologies, film and television production lifecycle, marketing insights, broadcast operations management, and content creation. A natural storyteller who is goal-oriented, adaptable, dependable, and deeply passionate about building strategic partnerships and healthy, productive work cultures.

— Areas of Expertise & Technical Proficiencies —

- ✓ Media Management
- ✓ Motion Picture Production
- ✓ Content Creation/Development
- ✓ Budget Management/Cost Controls
- ✓ Schedule & Operations Management
- ✓ Adobe Premiere Pro
- ✓ Microsoft Office & Google Drive
- ✓ Film Editing
- ✓ Project Management
- ✓ Script Review & Revision
- ✓ Persuasive Contract Negotiations
- ✓ Cross-Functional Team Management

Career Experience

Associate Producer, Ryval Studios, St. Louis, MO

10/2021 to Present

- Manage crews of 20+ during each stage of production.
- Make logistical arrangements for shoots, booking resources, crew, venues, permits, and create and maintain production schedules.
- Manage workflow and streamline all production needs including all post-production.
- Handle all production needs including tracking budgets, hiring crew, processing payments & scheduling.

Associate Producer, Barkley, Kansas City, MO

02/2021 to 10/2022

- Work with Executive Producer to productions for each project from concept to completion including proposal ideas.
- SOW and PO management of projects ranging from \$25K to \$1M+ budgets.
- Manage and track budgets, file expenses, actualizing and billing.
- Participate in the process of hiring production companies, talent, & outside vendors.

Virtual Summer Series Participant, Endeavor, Remote

6/2020 to 8/2020

- Administers industry introduction program created to provide impact-minded individuals the opportunity to learn about working and succeeding in the sports, entertainment, and fashion industries.
- Participated in the virtual foundational "101" program and Film and Television elective tracks.
- Engaged in industry-specific, social impact, activism, and professional development courses led by 160over90, Endeavor Content, IMG, Miss Universe Organization, and WME executives and clients.
- Completed reading and additional content viewing (films, shows, documentaries) to enhance professional knowledge.

Script Reader, Intern, MountainTop Media

06/2016 to 08/2016

- reading and analyzing scripts, books, articles, graphic novels, etc and providing summaries with comments on structure, characters, dialogue, theme, and general opinions, ultimately deciding if the script and/or material should be considered, strongly considered, considered with revisions, or if we should pass on it.
- Providing necessary creative input/edits on packages and scripts.

Broadcast Director, Cox Media Group / WHBQ Fox 13 News, Memphis, TN

08/2016 to 02/2021

- Administers the daily operational management, editorial content, and creative style to ensure the producer's vision is delivered for WHBQ Fox 13 News in Memphis, a local affiliate owned by the Atlanta-based Cox Media Group. In addition to broadcasting local and national news, Fox 13 provides weather reports, and sports scores.
- Guides the production direction for broadcasts, reviewing daily scripts, planning set ideas, resolving technical issues, and establishing the necessary processes to ensure each show is impactful and executed at the highest quality.

Short Film Development

***In A Bad Way** (August, 2020 - *Selected for the Nashville Film Festival, Maryland Film Festival, Montana International Film Festival, Indie Memphis Film Festival, and Tallahassee Film Festival) • **Signing Day** (October, 2019) • **Management** (June, 2018) • ***Yard Work** (April, 2018 - *Selected for the Indie Memphis, Atlanta Comedy, and Johnson City Film Festivals) • **Smoke** (October, 2017) • **Coworkers** (November, 2016)

Education

Bachelor of Arts in Film and Television Production (2017), University of Memphis – Memphis, TN