

ELENA MOORE

CONTACT

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SKILLS

- Administrative Operations Management
- Production Scheduling & Coordination
- Budget Planning & Expense Tracking
- Staff Recruitment, Onboarding & Training
- Vendor & Stakeholder Relations
- Crew & Talent Coordination (W-2, Exhibit)
- Marketing Strategy & Social Media Management
- Event Planning & Promotional Coordination
- Workflow Optimization
- Microsoft Office, Google Workspace
- Scriptation, Final Draft, Hot Budget

CERTIFICATIONS

- Streetlights Production Training - 2023
- MBS Grip & Electric Training - 2023
- Serv Safe - 2022

EDUCATION

Master Baker Baking And Pastry Arts
San Diego Culinary Insitute, San Diego

Highly organized Production & Operations Manager with extensive experience in administrative coordination, team leadership, and logistical planning for fast-paced productions and multi-location operations. Proven success in budget administration, resource allocation, vendor management, and cross-department communication. Adept at streamlining workflows, managing calendars & schedules, and ensuring projects meet tight deadlines while maintaining high-quality standards

Work History:

March 2025 - Current

General Manager - Sprinkles Cupcakes - Riverton, UT

- Oversee day-to-day operations across two high-volume retail locations, including staff scheduling, payroll processing, and budget tracking.
- Develop and execute marketing strategies and social media campaigns to increase brand awareness, engagement, and in-store traffic.
- Manage vendor relationships, coordinate supply orders, and ensure cost-effective purchasing to meet operational needs.
- Lead recruitment, onboarding, and training initiatives, ensuring team members meet performance standards.
- Analyze sales data and market trends to inform promotional calendars and optimize labor allocation.
- Create branded content for Instagram, TikTok, and other platforms, aligning with corporate brand guidelines while adapting for local audience engagement.

January 2023 - Present

Production Freelance

- Coordinate pre-production administrative tasks including call sheets, production reports, breakdowns, and crew/talent onboarding.
- Liaise with department heads (1st AD, HMU, Costume, etc.) to ensure seamless communication and task execution.
- Manage production timelines, track deliverables, and oversee wrap-out documentation.
- Anticipate and resolve logistical challenges in real time, maintaining budgetary compliance.

• 2nd AD

- Prepare and distribute daily call sheets
- Maintain production schedule in coordination with 1st AD
- Organize & Coordinate movement for cast, BG and crew
- Oversees paperwork for cast & crew, including Exhibit G, Star work and release forms.

• 1st AD

- Develop and manager production schedule
- Oversee onset production meetings, communicates plans, changes and safety protocols.
- Oversee on-set operations, ensuring scenes are completed ontime and within budget.

• Script Supervisor

- Maintain script continuity, record line changes, script revisions
- Manage Script Breakdowns, track page counts & timing
- Verify that filmed content aligns with the production's creative vision and legal requirements.