PAMELA DENELL-DAVY

Sandy, UT 310.383.2029
jpdavy1@gmail.com www.linkedin.com/in/pamela-denell-davy

PRODUCTION MANAGER / PROJECT COORDINATOR

Driving Project Delivery Through Strategic Coordination, Cross-Functional Collaboration & Operational Excellence

Highly driven professional with diverse experience in managing digital, broadcast, and creative projects from kickoff through delivery. Skilled in coordinating cross-functional teams, tracking timelines and budgets, optimizing workflows, and ensuring smooth, high-quality execution in demanding environments.

CORE SKILLS

Production Management | Post-Production Management | Media Management
Logistics, Travel & Event Coordination | Client & Vendor Communication | Live Event & Sports Coordination
Cross-Functional Team Collaboration | Budget Tracking & Cost Monitoring | Resource & Workflow Planning
Problem-Solving & Risk Mitigation | Video/Broadcast Production Support | Process Improvement & SOP Development
File-Based Ingest, Encoding | Audio/Video QC, Versioning & Mastering

PROFESSIONAL EXPERIENCE

DIRECTV (AT&T), Los Angeles, CA **Production Specialist I Content Acquisitions & Distribution -** Multi-channel Distributor.

Led end-to-end coordination for digital and broadcast content across multiple platforms (4K, HD, VOD, streaming, and live events). Acted as a central communication point between internal teams, vendors, marketing, and engineering.

- Managed integrated production workflows from asset ingest to final delivery, ensuring all milestones were met for sports, live events, and pay-per-view releases.
- Coordinated cross-functionally with editors, designers, QA teams, engineers, and external partners to maintain smooth and timely project execution.
- Tracked deadlines, workflows, and risks, escalating issues early and resolving problems to prevent revenue-impacting errors.
- Managed A/V versioning, QC, approvals, and content specs to ensure accuracy and alignment across teams.
- Created project documentation and standardized SOPs, improving process consistency and reducing production errors.
- Supported digital modernization initiatives using AWS tools, improving scalability, and automating recurring tasks.
- Led, mentored, and organized a team of 15+, aligning them on project goals, responsibilities, and communication expectations.
- Produced graphic assets for broadcast, contributing to integrated creative deliverables and brand consistency.

ADDITIONAL RELEVANT EXPERIENCE

RED SKIES ENTERTAINMENT, Los Angeles, CA, **Production Manager** - Entertainment

Managed production planning, logistics, and post workflows for the Fox Sports' non-fiction series *Beyond the Glory*.

- Scheduled shoots, negotiated venues, and secured clearances for productions.
- Coordinated multi-team communication, aligning stakeholders on timelines, requirements, and deliverables.
- Created detailed production packets covering travel, lodging, permitting, hiring, and shot planning.

WHOLLY COW PRODUCTIONS, Manhattan Beach, CA, **Freelance Production Manager** - Entertainment

Oversaw integrated production for multiple Discovery Channel special projects.

- Managed budgets, locations, permitting, staffing and travel logistics.
- Ran on-site production for 30+ person crews, ensuring timelines, workflows, and deliverables remained on track.
- Delivered comprehensive production packets for internal teams and external vendors.

LEVEL ONE TRAVEL SOLUTIONS, Redondo Beach, CA, **Freelance Travel Coordinator** – Entertainment/ Travel

Assisted with travel arrangements and coordination for large scale events such as Call of Duty Xbox games.

- Researched travel rates and availability using Saber software.
- Coordinated reservations for team members.
- Created detailed itineraries for each member and team.

FOX SPORTS NET (LATO), Los Angeles, CA, **Production Manager** – Sports Programming

Managed studio and post-production operations for live and recorded sports programming.

- Oversaw production schedules, editorial workflows, and delivery deadlines.

ELECTRIC IDEAS, Santa Monica, CA, **Post-Production Supervisor –** Entertainment

Supervised post-production of marketing content including promos, trailers, and digital assets.

- Directed workflows for editorial, graphics, and audio mixing.
- Collaborated with external stakeholders to meet delivery specs and brand standards.

Education

Bachelor of Science (BS), Broadcasting Communications, Northern Arizona University, Flagstaff, AZ

Technical Skills

Microsoft Office Suite | Google Suite | Adobe Creative Suite | Aspera | Zoom | Jira | AWS | Reach Engine | Pro Tools

Volunteer Experience

- **Redondo Union High School**, Redondo Beach, CA - Chaired 4 years of banquets and team events for Water Polo, Swimming, and Lacrosse.
- **Velo Sports Center**, Carson CA - Assisted junior athletes during indoor track cycling events at state and national levels.
- **L.A. Works,** Los Angeles, CA - Participated in the annual citywide service day; supported KEEN's (Kids Enjoy Exercise Now) summer swim sessions for special-needs youth.
- **U.S. VETS (United States Veterans Initiative),** Los Angeles, CA – Served meals at Memorial Day Celebrations as part of veteran support services.

Pamela Denell-Davy

Production Manager | Project Coordinator

Sandy, Utah
jpdavy1@gmail.com • (310) 383-2029 • www.linkedin.com/in/pamela-denell-davy

About Me

I am a Production Manager / Production Coordinator with extensive experience supporting broadcast, digital, and live event workflows. My background includes network television, documentary production, corporate communications, special projects, and large-scale event logistics. I specialize in cross-functional coordination, workflow management, and creating structure for fast-paced production environments through documentation, problem-solving, and clear communication.

Core Skills

- Production Management, Coordination & Scheduling
- Post-Production Management
- Media Management
- Logistics, Travel & Event Coordination
- Client & Vendor Communications
- Live Event & Sports Coordination
- Cross-Functional Team Collaboration
- Budget Tracking & Cost Monitoring
- Resource & Workflow Planning
- Problem-Solving & risk Mitigation
- Video/Broadcast Production Support
- Process Improvement & SOP Development
- File-Based Ingest, Encoding
- Audio/Video QC, Versioning & Mastering

Selected Projects

DIRECTV — Production & Content Operations (2009-2024)
Role: Production Specialist / Production Coordinator
Type: Broadcast • Corporate Communications • Multi-channel Distributor.
Overview

Coordinated end-to-end production workflows for traditional broadcast, 4K/HD, VOD, streaming, and live event content. Served as a central communications hub between engineering, creative, QA, marketing, executives, and external vendors.

Featured DIRECTV Projects

- **Brinker/Chili's Annual Meeting Channel** — Coordinated company-wide private viewing network set up in partnership with internal and external technical teams.
- **NFL Live Game Turnaround** — Collaborated with internal teams to pull in, process, and distribute live NFL games.
- **Corporate Messaging** — Worked with department heads to create on-air slides for internal network-wide communication.

RED SKIES ENTERTAINMENT — FOX Sports Series "Beyond the Glory" (2003)
Role: Production Manager
Type: Documentary Television
Overview

Provided production coordination for the Fox Sports non-fiction series *Beyond the Glory*. Supported episodes profiling:

- **Reggie Miller - NBA**
- **Mike Tyson - Boxing**
- **The Buss Family – NBA Lakers**

WHOLLY COW PRODUCTIONS — Discovery Channel Specials & Promos
Role: Production Manager
Type: Promo Shoots • Special Projects
Overview

Oversaw planning, budgeting, and on-site operations for multiple Discovery Channel promo shoots including:

- **Baxter Black Ranch Shoot — Tucson, AZ**
- **Discovery Channel Beach Promos — Malibu, CA**

LEVEL ONE TRAVEL SOLUTIONS — Xbox Call of Duty Event (Los Angeles)
Role: Production & Travel Coordinator
Type: Event Logistics
Overview

Supported large-scale attendee and team logistics for a major Xbox Call of Duty event in Los Angeles.

- **Xbox Call of Duty Event (Los Angeles)**

FOX SPORTS NET — O'Riley Factor (Los Angeles Technical Operations)
Role: Production Manager
Type: Sports Television Program
Overview

Supported large-scale attendee and team logistics for a major Xbox Call of Duty event in Los Angeles.

- **Bill O'Riley Sports Programing (Los Angeles)**

Kurti-Pellerin — Disney DVD, Emmy Opening/Closing (Los Angeles)
Role: Post-Production Coordinator
Type: DVD Creations & Special Projects
Overview

Developed, managed, and guided supplementary materials and interactive programs for Walt Disney Studios & Special Projects.

- **Toy Story - Ultimate Toy Box**
- **Fantasia**
- **Lord of the Rings**
- **Emmy Opening /Closing Segments**

Electric Ideas — DIRECTV Promos, Video Insert
Role: Post-Production Coordinator
Type: Promos & Special Projects
Overview

Supervised marketing materials, including TV promos, trailers, and digital assets, through post-production and audio mixing.

- **DIRECTV Promos**
- **Wag the Dog (Video Insert)**

Contacts

Available for freelance, contract, or full-time production roles.
Email: jpdavy1@gmail.com
Phone: (310) 383-2029
LinkedIn: www.linkedin.com/in/pamela-denell-davy

Tools

Microsoft Office • Google Workspace • Adobe Creative Suite • AWS • Jira • Saber • Slack • Teams

---