# **Executive Assistant, Newport Beach, CA**

Dovetailed office correspondence, CRM, Xero with design, creation and copy of website PMCA – Physicians Medical Cannabis Association.

### Director of Sales and Education, Phoenix, AZ

#### Astara Skin Care

Secured \$1M sales: evaluated, negotiated International Distribution. promotions & campaigns. Liaison with PR, created press copy.

#### Director of Training & Education, Lake Forest, CA

Kerstin Florian International

Developed and oversaw renowned international training department as International Educator. Wrote training manuals and program, personally trained educators and staff in-house and around the world.

## **Education and Certification**

University of Southern California - Los Angeles, CA Bachelor of Arts, Theatre; Minors: Cinematic Arts, Screenwriting

The Groundlings Theatre & School - Hollywood, CA Core Track: Basic Improv USC Women of Cinematic Arts (WCA) Alumni Outreach Board Representative, '20-21 Center for Empowerment – Chicago, IL Life Mastery Coach Certification Dale Carnegie Sales Training - Orange County, CA Winning with Relationship Selling

#### Interests

Shakespeare Enthusiast – "This above all: to thine own self be true, And it must follow, as the night the day, Thou canst not then be false to any man." ~ Polonius - Act 1, Scene 3, Hamlet

Women's Empowerment - Engraved in stone above the entrance to the Oracle of Delphi, an admonition proclaims the most ancient of truths – Know Thyself. Creative Integrationist.

Strengths Management – From Now, Discover Your Strengths by Marcus Buckingham, Donald O. Clifton, Ph.D. Health and Wellbeing – Spa Lifestyle Evangelist; International Educator steeped in Global Healing Modalities & Therapies, Essential Oils and Herbs, Massage and Skincare. Meditation, Intuitive Reading.

# Skills and Competencies

Storytelling • Writing: creative, business • Strong Computer Skills MAC & PC • Google Suite, Adobe Creative, CRM, AVID, QuickBooks, Xero, Microsoft Office • Organization/Work Flow • Copy Editing • Proofreading • Leadership • Creative Problem Solving • Connectedness • Social Networking • Ideation • Positivity • Activator • Maximizer

Creative Integrationist. Producer, director, actor, writer building on proven results maximizing storytelling, organizational and mentoring skills. Entertainment and Wellness Industries.

shepherding young actors through ongoing productions about mental, physical and spiritual wellness in entertainment. 12/2021 - 03/2022 **Producer, Los Angeles, CA** 

Produced, wrote, acted, directed. Spearheaded grassroots funding to produce an original concept play about the journey of self-love through the raw, real autobiographical stories of six actors.

**Producer & Research Assistant, Los Angeles, CA** USC Drama, Film, American Studies

Assisted in casting, outlining, writing, editing, and crafty when needed. Coordinated fundraising, social media. Scouted locations for filming. | Served as RA for Professor Dorinne Kondo, playwright.

The Code Corporation

8/2010 - 9/2012

MARKETING & PR – Wrote all POP display design, package copy. Advanced B2B sales through email, social media and print

04-Present/2022 With Victor Migalchan of Movieverse Entertainment. Leveraged leadership, problem-solving, AD skills for new reality show,

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Los Angeles, CA

2016 - 2020

9/2016 - 7/2017

1/1995 - 12/2007



# Colleen Dunn Saftler

Co-Producer, Universal Studios, Hollywood, CA "LIFE ACADEMY" & "OnAir!" TV Series

Work Experience

**DMTP** Productions