

Ryan Willis

MOBILE 858-922-4218
EMAIL willis.ryand@gmail.com



Volunteer Member

a transmedia producer and production coordinator experienced in physical production, production accounting/payroll, and post production

EXPERIENCE

Payroll Accountant

May 2015–Present

Netflix “Grace and Frankie” (Season 2)

- Managed high budget new media weekly union payroll for 240 person cast and crew, involving paying SAG, DGA, WGA, IASTE, Basic Crafts, & Non-Union/Non-Affiliate personnel

Assistant Payroll Accountant

October 2014–April 2015

WBTV “Stalker” (Season 1)

- Managed daily paper timecards, box rentals, car allowances, mileage, and meal money for a 150 person crew
- Ran bibles of episodic costs to edit and journal charges, cost report maintenance
- Corrected systematic payroll issues plaguing the production to ensure optimal workflow

Production Assistant (Production, Art, Post)

March 2012–October 2014

Warner Horizon Scripted Television “Pretty Little Liars” (Seasons 3–5)

- Coordinated logistics/start paperwork for a 180 person crew while in production
- Supported special episodes and creation of spinoff series while in art department
- Supported editors and digital delivery for both PLL and its spinoff while in post production

Post Production Assistant

August 2013–January 2014

Warner Horizon Scripted Television “Ravenswood” (Season 1)

- Supported editors and digital delivery to NOLA location for cuts and dailies
- Assisted with ADR line logging, quality checks of cuts, and acquisition of stock footage
- Provided general technical and logistical support for Los Angeles production/post production offices

Executive Assistant to EVP, Business Development

June 2011–December 2011

GDC Technology (USA)

- Coordinated and managed construction/outfitting of a multimillion dollar media facility in Burbank
- Coordinated international shipments of digital servers from Hong Kong to Los Angeles
- Researched international cinema markets for future company expansion into alternative content

Production Coordinator

October 2010–April 2011

Positive Image Video “UFC Primetime IV & V”

- Managed a high budget half hour follow-doc series on SpikeTV with weekly turnaround
- Coordinated multiple production crews in the field domestically and internationally

Production Coordinator

November 2010–March 2011

Three Tier Entertainment/ESPN Films “The Fab Five” (the 30 for 30 series)

Independent Producer/Editor

2008 – Present

- Developed, budgeted, and produced “Bitter Homes and Gardens”, a 9-part short form series
- Development/production of a multi-tier marketing PSA campaigns
- Development of marketing videos for many various UC San Diego departments
- Development of a 21-part video virtual tour for the UC Natural Reserve
- Ongoing development of video teaching materials for Scripps Institution of Oceanography

EDUCATION

University of California, San Diego - Revelle College

Bachelors in Business / Film Production

Semester at Sea – University of Virginia

SKILLS

Mastery in Excel, Final Cut, AVID Media Composer/Unity, Adobe Photoshop/InDesign, Movie Magic Budgeting/Scheduling, Ease/PSL Accounting, ShowBiz Crew/SAG Timecards