

Burbank Cultural Arts Commission

Application Form**Profile**

Jeffrey

First Name

Frame

Last Name

Middle
Initial

Email Address

Parvin Drive

Home Address

Suite or Apt

Santa Clarita

City

CA

State

91350

Postal Code

Primary Phone

Alternate Phone

Outpost Media

Employer

President/Owner

Job Title

Film Marketing

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

10 years as a business

Burbank Registered Voter?☐ Yes ☒ No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am a Burbank business owner specializing in film and television marketing, we have had our business here for 10 years. I am passionate about the arts, I have been my whole life. I believe that art is what gives us personality and new experiences, the opportunity to see things through a lens we might not otherwise ever be able to. Seeing the vision of various artists teaches us something about humanity on the whole and has the ability to bring us closer together. I have raised my 3 children, now 26, 23, & 18 in the arts with experiences in music and theatre in particular. My two oldest attended a performing arts high school and I believe the experiences they had there have helped provide them the foundation with which they make their livings today. I would love the opportunity to be a voice in advocating for the arts, and looking for opportunities to be of benefit with my lifetime of experience.

Education

I earned an associates degree in interpersonal communications from Ricks College in Rexburg, ID in 1995. Last year I made the decision to go back to school to get my bachelor's degree in Applied Business Management from Grand Canyon University, I have completed 6 of 15 courses to date and have a 4.0 GPA in the program.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I have been doing live theatre for over 35 years as an actor. I have also directed 8 shows, self producing the past 3 having most recently produced a successful run of Sarah Delappe's The Wolves at The Main in Santa Clarita. I have been a nationally touring stand up comedian for the past 14 years. I am a photographer, focusing primarily on wildlife photography. I served as on the Board of Directors of The Canyon Theatre Guild in Santa Clarita for 3 years, the final 2 as President. I am a passionate artist, always looking for new opportunities to educate myself and tackle new disciplines, whether it is glass blowing classes or upcycling antique and junk items into robot sculptures and lamps.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Canyon Theatre Guild Member at large 1 year, President 2 years.

List Community activities in which you are involved:

Direct and produce live theatre at The Main in Newhall, CA. Served on their awards adjudication committee and advisory board.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic’s training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commision

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

See above

What are your goals in serving on this Board/Commission/Committee?

My goals are to lend my experience to the artistic community and broaden opportunities for artists in the community while working within the structures of the commission.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Application Form

Profile

Matthew

First Name

Arat

Last Name

Middle
Initial

Email Address

Pinewood Lane

Home Address

Suite or Apt

Glendale

City

CA

State

91214

Postal Code

Primary Phone

Alternate Phone

FOSTERING DREAMS
PROJECT

Employer

PROJECT COORDINATOR

Job Title

STUDENT

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

0

Burbank Registered Voter?

☐ Yes ☒ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My experience with Fostering Dreams Project and other Burbank organizations makes me a perfect fit to network, share, and discuss topics with others dedicated to the arts.

Education

I am currently a student at CSUN looking to get a degree in Business Management.

Additional Pertinent Courses or Training

I have practiced as an important facilitator in a non-profit organization, understanding the goals and issues orgs that apply to Burbank festivities deal with.

Other Pertinent Skills, Experience or Interests

I have a hobby of understanding film history, much of which comes from Burbank, with over 1200 movies watched. I'm also an avid cultural historian, with love for the Burbank Historical Society and its passion to keep Burbank history alive.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I have been involved with the Burbank Cultural Arts Commission at events in Johnny Carson Park and know a significant number of members currently on the board.

List Community activities in which you are involved:

Fostering Dreams Project, to which I'm a marketing intern, currently hosts their grand events at the Colony Theater. We also attend community events hosted by the Burbank Cultural Arts Commission, such as festivals in Johnny Carson Park, meetings at Burbank Administration Offices, and special events at Burbank Historical Society.

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Cindy Pease Burbank Cultural Arts Commission Eric Conner Burbank Cultural Arts Commission

Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Commissioner

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have skills regarding friendly and conversational dialogue that make me a connector to others. My efforts to helping an organization dedicated to bettering the lives of others are top-notch. I push organizations toward structured, clean operations in order to improve helping others.

What are your goals in serving on this Board/Commission/Committee?

I hope to serve the community of Burbank with the utmost effort at building the arts and creating an alliance with the San Fernando Valley to keep the arts alive.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Liasion

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

My skills toward connections and dialogue make me a great candidate for outreach programs and events. I always do my best to help organizations dedicated to improving others' lives.

What are your goals in serving on this Board/Commission/Committee?

I hope to be of help in creating a welcome space in the city of Burbank for artists to express themselves. The need for spaces such as the Colony Theater and the Starlight Bowl are dire, and I hope to build a foundation of arts culture for the future of the city.

Supplemental Questions

Acknowledgement

Matthew Arat

Acknowledgment No. 1 - General

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☒ I Agree

Matthew Arat



Glendale, CA 91214



[REDACTED]



[REDACTED]

[REDACTED]

PROFESSIONAL SUMMARY

I am experienced and very interested in the business of customer relations. My past positions have provided the opportunity for me to problem solve and deliver high levels of customer service and client satisfaction. I demonstrate strong ability to thoroughly research topics relevant to organizational goals and accurately document results. Insightful Manager with experience directing and improving operations through effective employee motivational strategies and strong policy enforcement. Proficient in best practices, market trends and regulatory requirements of industry operations. Talented leader with analytical approach to business planning and day-to-day problem-solving.

WORK HISTORY

PROJECT COORDINATOR, 08/2024 - Current

FOSTERING DREAMS PROJECT

- Organized schedules for admin, teachers/representatives, events, and meetings
- Performed teaching duties for underage students
- Created banners, flyers, and other marketing material

SORAYA PERFORMING ARTS CENTER USHER, 12/2022 - 08/2024

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

- Attended to patrons/performers based on needs
- Organized valuables, and performed end-of-day restructuring
- Coordinated professionally with other ushers/leads

SORAYA PERF. ARTS CENTER HOSPITALITY LEAD, 08/2024-Current

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

- Attended to performers based on needs

SKILLS

- Microsoft Word, Excel, Powerpoint, Access with average typing speed of 40 words per minute.
- Specializing in detailed research of data and historical references.
- Strategic planning
- Policies and procedures
- Budgeting
- Contract Management
- Key Performance Indicators
- Staff Management
- Financial Management
- Business planning
- Operations management
- Business administration

- Organized catering/amenities, & performed end-of-day restructuring
- Coordinated professionally with other leads

MANAGER, 01/2018 - Current

ARAT JEWELRY, Glendale, CA

- Family Business (Ongoing)
- Managing day-to-day operations, including uploading/organizing data and advertising on social media.

RECORDER/COUNTY CLERK, VOTE CENTER CLERK, 09/2020-CURRENT

LOS ANGELES COUNTY REGISTRAR

- Maintained day-to-day operations of a voting center
- Supported other team members with duties if needed
- Helping the public with any general concerns.

TEAM MEMBER, 10/2019 - 07/2020

UNITED STATES CENSUS BUREAU

- Recorded significant info of hundreds of households and apartments in timely manner
- Thoroughly surveyed areas for existing and nonexistent addresses
- Kept in touch frequently with supervisors at all times.

SUPPLEMENTAL INSTRUCTION LEADER, 01/2019 - 06/2019

GLENDALE COMMUNITY COLLEGE

- Tutored students as needed
- Responded to questions with guidance and encouragement.

EDUCATION

Bachelor of Arts, Business Administration, Expected in 06/2026

CALIFORNIA STATE UNIVERSITY - Northridge - Northridge, CA

**Associate of Arts, Business Administration And Management,
06/2020**

Glendale Community College - Glendale, CA

LANGUAGES

English



Native or Bilingual

Spanish



Native or Bilingual



Application Form

Profile

Marjani

First Name

Elgenedy

Last Name

Middle Initial

Email Address

N. First st.

Home Address

Suite or Apt

Burbank

City

CA

State

91502

Postal Code

Primary Phone

Alternate Phone

Hacienda La Puente Unified

Employer

Music Teacher

Job Title

Teacher

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

2 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am excited to apply for a position on the Cultural Arts Commission in Burbank because I believe art and culture are the heart of a thriving community. As a music teacher and advocate for the arts, I have seen firsthand how creative expression inspires individuals, fosters empathy, and strengthens social bonds. Serving on the Commission would allow me to contribute my expertise and passion to cultivate Burbank’s vibrant arts scene while ensuring it reflects the diversity and richness of our community. Beyond its intrinsic value, the arts also drive economic growth by attracting tourism, supporting local businesses, and creating jobs. Additionally, cultural initiatives preserve heritage and shape a shared identity, making Burbank a more connected and dynamic place to live. I am eager to collaborate with fellow commissioners, artists, and community members to promote inclusive, innovative, and accessible arts programs. By championing Burbank’s cultural landscape, I hope to help build a future where creativity flourishes and everyone feels a sense of belonging.

Education

2022-2023 CAL STATE NORTHRIDGE * M.A. in Educational Administration with Distinction * Preliminary Administrative Credential 2012-2016 CAL STATE NORTHRIDGE * B.A. in Music Education (Choral Emphasis) * Minor in Psychology * Single Subject Teaching Credential-Music 2004-2009 CAL STATE NORTHRIDGE * B.A. in Journalism (Broadcast Emphasis) * Minor in Communication Studies

Additional Pertinent Courses or Training

N/A

Other Pertinent Skills, Experience or Interests

- Coordinating school concerts, musical, community events - Program Development & Strategic Planning - Curriculum Design & Implementation - Cross- Cultural Collaboration & Community Engagement ● - Organized, Effective Time-Manager - Problem-Solver - Detail-Oriented & Multitasking - Exceptional Communication & Interpersonal Skills - Budget Management & Grant Writing

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

My children attend BUSD schools, and they participate in Burbank Park and Rec activities.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My education is extensive in education and educational leadership.

What are your goals in serving on this Board/Commission/Committee?

Serving on Burbank's Cultural Arts Commission is an opportunity to champion the arts as a vital force for community connection, creativity, and economic vitality. My goals are: Amplify Diverse Artistic Voices – Support local artists, especially underrepresented creators, and ensure Burbank's cultural programs reflect the richness of its community. Foster Accessibility & Inclusion – Break down barriers to arts engagement by promoting affordable, equitable access to performances, exhibitions, and educational initiatives. Strengthen Creative Collaboration – Build partnerships between artists, organizations, and businesses to expand opportunities and sustain a thriving arts ecosystem. Preserve & Innovate Cultural Heritage – Honor Burbank's artistic legacy while encouraging bold, contemporary expressions that resonate with new generations. Enhance Arts Education & Outreach – Advocate for programs that inspire youth, lifelong learners, and underserved populations through the transformative power of the arts. By advancing these priorities, I hope to help shape Burbank into a model cultural hub—one where the arts spark dialogue, drive economic growth, and deepen the community's shared sense of pride and belonging.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Marjani Elgenedy

Coordinator of VAPA Enrichment Programs

• Burbank, CA • [REDACTED] • [REDACTED]

Dedicated and innovative Coordinator of VAPA Enrichment Programs with a proven track record of revitalizing music and arts education through culturally responsive practices and equity-driven initiatives. Skilled in program development, strategic planning, and fostering cross-cultural experiences that empower students to thrive academically and creatively. Adept at managing budgets, securing grants, and building community partnerships to enhance educational opportunities. Passionate about creating transformative learning environments that inspire the leaders of tomorrow.

SKILLS

- Coordinating school concerts, musical, community events
- Program Development & Strategic Planning
- Curriculum Design & Implementation
- Cross- Cultural Collaboration & Community Engagement
- Organized, Effective Time-Manager
- Problem-Solver
- Detail-Oriented & Multitasking
- Exceptional Communication & Interpersonal Skills
- Budget Management & Grant Writing

EDUCATION

Master of Arts in Educational Administration

With Distinction | Preliminary Administrative Credential
California State University, Northridge | 2022-2023

Bachelor of Arts in Music Education (Choral Emphasis)

Minor in Psychology | Single Subject Teaching Credential- Music
California State University, Northridge | 2012-2016

Bachelor of Arts in Journalism (Broadcast Emphasis)

Minor in Communication Studies
California State University, Northridge | 2004-2009

ACHIEVEMENTS & RECOGNITION

AWARDS:

- PUSD Outstanding Service Award | MAY 2024
- CAVA Teacher of the Quarter | Q3 2022

GRANT ACQUISITION:

Secured funding for PUSD choral programs through grants from:

- Fitzberg Foundation (2024)
- Altadena Rotary (2022, 2024)
- Pasadena Educational Foundation (2022)

CHOIR HONORS & AWARDS:

- Led PUSD choirs to **1st Place and Excellent ratings** at the National Music in the Parks Festival (2023, 2024).
- Achieved **Excellent ranking** at the Southern California Vocal Association (SCVA) Festival (2023).
- Selected for the **Los Angeles Master Chorale's 35th Annual High School Festival** at Walt Disney Concert Hall (2024).
- Awarded **2nd Place and Excellent** in the National Music in the Parks Festival (2024).

Marjani Elgenedy

Coordinator of VAPA Enrichment Programs

- Burbank, CA
 - [REDACTED]
 - [REDACTED]
-

PROFESSIONAL EXPERIENCE

ITINERANT CHORAL & INSTRUMENTAL DIRECTOR

HLPUSD - City of Industry, CA | 2024-Present

- Director of elementary (TK-5) choral, general music, recorder and violin programs.
- Develops and implements engaging curriculum to foster musical growth and creativity. Site locations below:
 - Mesa Robles K-8 • Wedgeworth • Grazide • Cedarlane K-8

CHORAL DIRECTOR

PUSD - Pasadena, CA | 2022-2024

- Revitalized the 6-12 choral program at Marshall Fundamental Secondary School, Pasadena.
- Established a choir club constitution, student/parent organizations.
- Managed financial accounts.
- Organized field trips to competitions, festivals, and concerts, resulting in multiple awards and recognitions.
- Fostered cultural diversity and community engagement.
- Served as vocal director for two musical productions.

MUSIC TEACHER

CAVA - Los Angeles, CA | 2019-2022

- Founded and led California Virtual Academies, Los Angeles first virtual choral program, expanding access to music education.
- Taught music appreciation courses, integrated technology to enhance student learning.

MUSIC TEACHER

LAUSD - Los Angeles, CA | 2017-2019

- Instructed general music, guitar, and music technology classes for grades 6-12 at Maywood Center at Enriched Studies.
- Composed and published the school's first Alma Mater, "M.a. CES Alma Mater," on JW Pepper.

MUSIC TEACHER

AUSD - Azusa, CA | 3/2017-5/2017

- Substitute traveling general music teacher for six elementary schools in the district. Site locations below:
 - Murray Elementary • Paramount Elementary • Ellington School K-8 • Valleydale Elementary • Hodge Elementary
 - Mountain View Elementary

Marjani Elgenedy

Coordinator of VAPA Enrichment Programs

- Burbank, CA
 - [REDACTED]
 - [REDACTED]
-

STUDENT TEACHING EXPERIENCE

Student Teacher | Master Teacher: Kelly Callirgos

CHIME Institute- Elementary | Woodland Hills, CA | 10/2016-12/2016

- Instructed general music & concert band for grades TK-8th grade.

Student Teacher | Master Teacher: Molly Peters

Hart District- West Ranch HS & Rancho Pico MS | Valencia, CA | 8/2016-10/2016

- Instructed choir and guitar classes.

Student Teacher | Master Teacher: Christine DeMore

BUSD- Starr Jordan MS | Burbank, CA | 01/2016-05/2016

- Instructed general music and choir.

Student Teacher | Master Teacher: Amy Rangel

GUSD- Glendale HS | Glendale, CA | Summer, 2015

- Instructed, coached and conducted Concert Band rehearsals & showcase for the Glendale High School Summer Music Clinic.

MEMBERSHIPS & SCHOLARSHIPS

- ♪ Southern California School Band & Orchestra Association (SCSBOA) | SINCE 2025
- ♪ Southern California Vocal Association (SCVA) | SINCE 2016
- ♪ American Choral Directors Association (ACDA) | SINCE 2015
- ♪ Kodaly Association of Southern California (KASC) | SINCE 2016
- ♪ Choral Representative for NAFME Collegiate, CSUN | SINCE 2015
- ♪ Ellen Berke Music Education Scholarship Award | 2014
- ♪ Mary Louise Reilly Music Education Scholarship | 2013
- ♪ National Association for Music Education / California Music Educators Association | SINCE 2012

Application Form

Profile

Jeff

First Name

Middle Initial

Ferguson

Last Name

Email Address

N Ford St

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

Run Out Groove Records

Employer

Co-Founder/Co-Owner

Job Title

Marketing and Chief Buyer & Appraiser

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

15 year

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I'm a longtime Burbank resident, small business owner, and community organizer with a deep commitment to the local arts scene. I co-own Run Out Groove Records, a vinyl shop and cultural gathering spot in Magnolia Park, and I serve as Vice President of the Magnolia Park Merchants Association, where I help coordinate community-wide events like Holiday in the Park and Food Truck Friday. I'm also an adjunct professor at UCLA Extension, teaching digital marketing and SEO. I'm interested in serving on the Cultural Arts Commission because I believe in the power of the arts to bring people together, tell stories, and strengthen local identity. I want to help ensure that Burbank continues to support a wide range of creative expression—whether that's visual arts, music, live performance, or community education. With my background in both the arts and business, I'm excited to bring a practical, creative, and inclusive perspective to the Commission's work.

Education

Master of Business Administration Bachelor of Arts in Communications (Advertising emphasis, Computer Science minor) – California State University, Fullerton I also teach Advanced Digital Marketing and SEO at UCLA Extension as an adjunct professor.

Additional Pertinent Courses or Training

Lifelong musician: drums, low brass, marching band, jazz band, and concert band (since middle school); currently learning stand-up bass

Other Pertinent Skills, Experience or Interests

As co-owner of Run Out Groove Records, I work at the intersection of business and the arts every day—curating music, organizing in-store events, and supporting both emerging and legacy artists. I also serve as Vice President of the Magnolia Park Merchants Association, where I help produce major public events that feature live music, visual art, and local performance. I've worked professionally in marketing and media for over 30 years, including with clients in the film, music, and entertainment industries. I'm passionate about community-driven cultural programming and love collaborating with artists, educators, and local leaders to make creative experiences accessible and impactful.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Currently serve as Vice President & Event Coordinator of the Magnolia Park Merchants Association (MPMA), actively collaborating with the City of Burbank on large-scale events such as Holiday in the Park and Food Truck Friday. While I have not yet served on a formal City board or commission, I have extensive experience working closely with various City departments, including Economic Development, Parks & Rec, and Public Works, to coordinate permits, logistics, and community programming.

List Community activities in which you are involved:

I currently serve as Vice President and Event Coordinator for the Magnolia Park Merchants Association (MPMA), where I help organize large community events such as Holiday in the Park, which draws over 40,000 attendees, and our seasonal Food Truck Friday series. Through my business, Run Out Groove Records, I regularly host listening parties, artist appearances, and other music-focused events that are free and open to the public. I actively collaborate with Burbank schools, local nonprofits, and small businesses to support arts engagement and strengthen our neighborhood identity. I also participate in stakeholder meetings and community planning efforts focused on enhancing the cultural and economic vitality of Magnolia Park.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I bring a unique blend of arts, business, and community leadership experience that aligns directly with the Commission's mission. I am the co-owner of Run Out Groove Records, a vinyl record store and cultural space in Magnolia Park that regularly hosts music events, listening parties, and artist promotions. In addition to my work in the music industry, I serve as Vice President and Event Coordinator of the Magnolia Park Merchants Association, where I organize large-scale community events such as Holiday in the Park and Food Truck Friday, which feature live music, visual arts, food, and performance. Professionally, I have over 30 years of experience in marketing and media, having led campaigns for major entertainment clients such as Sony, Napster, and Hilton Hotels. I hold a Master of Business Administration and a Bachelor's degree in Communications with a focus in Advertising and a minor in Computer Science from Cal State Fullerton. I also teach Advanced Digital Marketing and SEO at UCLA Extension as an adjunct professor. On a personal level, I've been a lifelong musician involved in marching band, jazz band, and concert ensembles, and I'm currently learning stand-up bass. My career, education, and passion for the arts give me a strong foundation to support the implementation of Burbank's Cultural Arts Plan, engage the public through outreach, and advocate for diverse artistic disciplines across the city.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Burbank Cultural Arts Commission is to help strengthen and expand the role of the arts in our community. I want to support the implementation of the City's Cultural Arts Plan in ways that are inclusive, accessible, and reflective of Burbank's creative diversity. I'm particularly interested in helping the City promote local artists, increase community participation in the arts, and explore new opportunities for public art, arts education, and cultural programming. I also hope to bring a business owner's perspective to the Commission—bridging the gap between the creative and commercial sides of the arts, and ensuring that our efforts benefit both local artists and the broader Burbank economy.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

JEFF FERGUSON

MARKETING EXECUTIVE (FRACTIONAL CMO)

CONTACT



[REDACTED]



[REDACTED]



[REDACTED] N Ford St.
Burbank, CA 91505

CORE COMPETENCIES

Fractional CMO Services

Marketing Strategy

Digital Transformation

Brand Development

Go-to-Market Strategy

Revenue Growth

SEO & SEM

Paid Media

Product Marketing

CRM & MarTech Integration

Data Analytics

Leadership

EDUCATION

**MASTER OF BUSINESS
ADMINISTRATION (MBA)**

California State University, Fullerton

**BACHELOR OF ARTS IN
COMMUNICATIONS (ADVERTISING
EMPHASIS)**

Minor in Computer Science

California State University, Fullerton

SUMMARY

Seasoned marketing executive with 30 years of experience driving exponential revenue growth and transforming marketing organizations for global corporations, high-growth startups, and mid-sized businesses. As a fractional CMO, I offer deep expertise in brand development, performance marketing, digital transformation, and go-to-market strategies. Adept at aligning marketing initiatives with overall business goals, leading high-performing cross-functional teams, and delivering measurable business outcomes.

PROFESSIONAL EXPERIENCE

AMPLITUDE DIGITAL (formerly FANG MARKETING)

CEO & Founder

Burbank, California | December 2010 – Present

- Founded and grew a full-service advertising media agency specializing in digital media, delivering fractional CMO services to clients across industries.
- Crafted and executed comprehensive marketing strategies, including SEO, SEM, display, social media, mobile, and email marketing.
- Served as a trusted advisor for clients such as Apria Health, Belkin, CBS, eHarmony, Harbor Freight Tools, Manchester United, and Sony.
- Led digital transformation initiatives, optimizing client marketing operations and MarTech stack implementations.
- Merged the agency with Amplitude Digital in 2020 to expand service offerings and client base.

UCLA EXTENSION

Adjunct Professor

Los Angeles, California | 2018 – Present

- Developed and updated the Advanced Digital Marketing course, covering advanced topics in digital strategy, performance marketing, and analytics.
- Designed and introduced the SEO for Marketing course, providing students with a comprehensive framework for modern SEO practices.
- Mentored professionals and entrepreneurs, equipping them with actionable skills to drive growth in their respective industries.

LOCAL.COM

Senior Director, Online Marketing

Irvine, California | April 2009 – December 2010

- Spearheaded marketing strategy and operations for one of the top five largest SEM programs in the U.S., contributing to significant revenue growth.
- Led SEO and SEM initiatives, increasing organic traffic by 30% and organic revenue by 50%.
- Managed a five-person marketing team, delivering a 32% increase in topline revenue and a 157% improvement in margins.

CERTIFICATIONS

- Google Ads Certified
 - HubSpot Inbound Marketing Certified
 - Advanced SEO and SEM Training
-

PROFESSIONAL DEVELOPMENT & AFFILIATIONS

Speaker

Various Digital Marketing Conferences: U.S., Barcelona, Berlin, London, Singapore, Stockholm

Board of Directors

Search Engine Strategies Conferences (2007–2010).

Adjunct Professor

UCLA Extension – Advanced Digital Marketing/SEO Courses

TOOLS & PLATFORMS

- Google Ads, Facebook Ads, LinkedIn Ads, Bing Ads
- Google Analytics, Looker, Tableau, Omniture SiteCatalyst
- HubSpot, Salesforce, Marketo, Business Objects
- WordPress, Webflow, CMS Platforms
- SQL, Excel, Data Visualization Tools

PROFESSIONAL EXPERIENCE - Continued

NAPSTER

Director, Online Marketing

Los Angeles, California | June 2006 – February 2009

- Directed online marketing initiatives for the global music subscription service, focusing on customer acquisition and retention.
- Reduced acquisition costs by over 50% and increased track and album sales by 25% through strategic SEO and direct marketing efforts.
- Introduced new retention programs that reduced subscriber churn by 10%.

ONLINE MARKETING CONSULTANT

Various Locations | July 2004 – June 2006

- Provided fractional CMO and strategic marketing services for clients like Experian (LowerMyBills.com), InterActiveCorp (ZeroDegrees), and the Natural History Museum of Los Angeles.
- Drove revenue growth and optimized marketing operations through data-driven strategies and performance marketing.

WAHLSTROM GROUP/IPG

Manager, West Coast Interactive Services

Irvine, California | July 2003 – July 2004

- Managed a 12-person team delivering search engine marketing and digital campaigns for high-profile clients, including Hilton Hotels, Toyota, and Farmers Insurance.

KIMBERLY-CLARK CORPORATION

Interactive Media Manager

Neenah, Wisconsin | February 2002 – July 2003

- Managed online advertising and media for major consumer brands, including Huggies, Kleenex, and Scott.
- Executed digital campaigns that increased coupon use and audience engagement.

HILTON HOTELS CORPORATION

Director, Online Advertising

Beverly Hills, California | March 1999 – February 2002

- Directed online advertising for Hilton, Hilton Garden Inn, and Doubletree brands.
- Pioneered online marketing strategies, linking ad spend to revenue for effective ROI calculation.
- Established tracking and reporting methodologies that became industry benchmarks.

INTERACTIVE SEARCH & ALPHA MICROSYSTEMS

Marketing Manager & Internet Marketing Manager/Webmaster

Various Locations | 1995 – 1999

- Managed early-stage digital marketing efforts, including website management, SEO, and paid media campaigns.

Application Form**Profile**

Jacqueline

First Name

Brenneman

Last Name

Middle
Initial

Email Address

N Niagara St

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

National Association of
Theatre Owners

Employer

General Counsel & Director
of Industry Relations

Job Title

Law and Arts Policy

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

3 years

Burbank Registered Voter?☒ Yes ☐ No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am hoping to continue my tenure as a commissioner on the Arts Commission. The arts and leadership have been cornerstones of my personal and professional life. I joined the commission initially during the pandemic and in that time it has become abundantly clear how critical local governance is to community prosperity. I personally helped pass legislation that brought over \$16 billion in grant funding to arts venues around the country (the Shuttered Venue Operators Grant), and have continued to create and advocate for arts. I am proud to be raising my children in Burbank and firmly believe that the arts are central to development, expression and building community. The Burbank Cultural Arts Commission has been an ideal forum for me to use my background and skills to help benefit our community with a group of other passionate and talented professionals.

Education

BA (dual majors), New York University: Anthropology; Dramatic Literature, Theatre History and the Cinema JD, University of California, Irvine School of Law (inaugural class)

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I am a current member of the Arts Commission and have served through transformative change having begun my tenure during the pandemic and helping achieve the grants program and the drafting and adoption of our vision statement. Aside from the Commission, I have experience with arts management (I have board/leadership experience with two Burbank-based theater groups), advocacy, coalition-building, arts education, music, nonprofit law and leadership, small business law and leadership, deep relationships and knowledge on cinema/movie theaters, relationships with high-level leadership in local studios (WB, Disney, Universal and more), and a general desire to bring accessible arts to the community. For example, Conundrum Theatre Company (a company I co-founded) has partnered with local comedy clubs, restaurants, breweries, and the YMCA to (1) bring affordable events to Burbank, (2) cast local talent, and (3) highlight local small businesses. I am a tireless champion of the arts and wish to continue to make an impact.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I am a current member of the Cultural Arts Commission.

List Community activities in which you are involved:

I am an active member of a number of arts organizations including: Women in Exhibition (current and founding board member); Inter-Society for the Enhancement of Cinema Presentation (current member; former volunteer Executive Director); Film Row (current and founding "ambassador"); and Conundrum Theatre Company (co-founder; current board member).

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am a current commissioner and would like to continue my service on the Commission. I believe I have contributed in multiple ways to the successes of the current Commission, which has, in the last four years achieved significant results from establishing a grants program, to creating an actionable arts vision plan. As described above, my background, education and experience has always centered on the importance of arts in our communities. From a childhood in the theater to my current role as an advocate for movie theaters, the central role of arts in a thriving community has been at the core of my pursuits. I have a legal background as well that has allowed me to be an effective advocate for many small businesses and non-profit arts organizations from movie theaters to live theaters. As part of my current role at the National Association of Theatre Owners, I am particularly proud of the role I played in helping to get \$16 billion dollars in aid to small and mid-sized live venues, museums and movie theaters through the Shuttered Venue Operators Grant program. I have helped to found a number of non-profit organizations and helped leaders to grow their organizations. The arts are what I do and who I am and I believe I would continue to provide a practical and passionate perspective to the Commission.

What are your goals in serving on this Board/Commission/Committee?

To continue to use my skills and interests to help my community and to have the opportunity to collaborate with a group of incredible community arts leaders.

Jacqueline Brenneman

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

JACKIE BRENNEMAN

Burbank CA

EDUCATION

UC IRVINE, SCHOOL OF LAW

Juris Doctorate

- Member of inaugural class under Dean Chemerinsky
- Top student prize in Evidence, Partnership Tax, Criminal Law, Federal Income Tax, and Wills & Trusts
- Founding member of UCI Law Review

NEW YORK UNIVERSITY

BA Anthropology; Dramatic Literature, Theatre History and the Cinema

- Highest Honors
- Founder's Day Award (GPA over 3.8 every semester)
- Presidential Honors Scholar
- *Magna cum laude*

HONORS & AWARDS

- Top (#1) Woman in Global Exhibition, 2023
- 2022 Ken Mason Inter-Society Award (honors an individual who has made outstanding long-term contributions leading to the overall improvement of the motion picture experience)
- 2022 BoxOffice Industry Figure of the Year
- Top 50 Women in Global Exhibition (4 consecutive years)
- Top Women in Exhibition, BoxOffice Magazine

VOLUNTEER & BOARD EXPERIENCE

- Burbank Cultural Arts Commission
- Future of Entertainment Think Tank
- Executive Director: Inter-Society
- Founding Board Member/Senior Advisor: Women in Exhibition
- Founding Board Member/Senior Advisor: Film Row
- Founding General Counsel, Global Cinema Federation
- Founder/President: Conundrum Theatre Company

PROFILE

Results-driven entertainment industry executive and attorney with 15+ years of experience advising entertainment company leaders on legal, business, technology and industry matters. Proven ability to manage complex projects, negotiate agreements, and collaborate across departments, including Tax, Finance, Labor, Mergers & Acquisitions and Intellectual Property. Skilled in drafting corporate and commercial documents, and experience with post-transaction integration. California Bar member in good standing, seeking a project-specific role leveraging transactional expertise and industry knowledge.

EXPERIENCE

2023-
Present

Attend Theatrical Marketplace and The Fithian Group
PRESIDENT AND FOUNDING PARTNER

- Established leading movie theater industry consulting firm to support and develop projects and technologies that grow the cinema industry.
- Provide comprehensive industry analysis including data, advocacy and thought leadership.
- Invited to speak in global industry panels and presentations and to the industry press.
- Distributed and raised funds for independent film.
- Founder and CEO of the Attend Theatrical Marketplace, which is the first-ever marketplace connecting filmmakers directly to theater owners including:
 - Gathered over 100 prominent filmmaker signatures to support the development of Attend.
 - Securing partnerships with over ten films for the initial beta test of the Attend platform.
 - Raising funds and developing the technology through key partners.
 - Leveraging strong movie theater relationships to support Attend films through innovative new partnership models with all major circuits as well as mid-size, independent and art house theaters.

2023-
Present

Digital Cinema Distribution Coalition
GENERAL COUNSEL

- Oversee all legal matters for industry-owned (AMC, Regal, Cinemark, Universal and Warner Bros.) content distribution entity (DCDC).
- Led drafting and negotiation of historic partnership between DCDC and Deluxe Media to transition content delivery from satellite to terrestrial, including negotiating all ancillary agreements with ISPs, technology manufacturers, exhibitors and other third parties and leading post-transaction integration.
- Negotiated 20% minority investment and option agreement for investment and potential acquisition of a third party technology.
- Report all legal strategy to board of directors.
- In collaboration with the CFO, conduct legal entity rationalization process for transactions and potential new ventures.
- Manage patent dispute litigation including retaining and overseeing outside counsel.

2021-
2023

The Cinema Foundation
PRESIDENT

- Oversaw formation of new entity
- Had ultimate responsibility for directorial and fiscal success of the organization.
- Led a board of 9 members representing exhibition and the cinema technology community.

SELECTED RECENT PANELS

- *Keynote: A Call to Arms - "Avatar: Fire and Ash" and the Future of Theatrical Exhibition*, CinemaCon 2025
- *DIRECT to Audiences- Pull Focus* @ Sundance, 2025
- *Revolutionizing Theatrical Distribution - Impact Lounge* @ Sundance, 2025
- *Keynote on US Exhibition - Australian International Movie Convention*, 2024
- *Leadership Spotlight - Women in Exhibition* 2023
- *The Movie Theatre is Here to Stay with Special Guest Jackie Brenneman - Ticket to Ride Podcast* 2023
- *How Theatrical Exhibition Helps Stave Off Piracy - The Bulwark Podcast* 2023
- *The State of the Cinema Industry - BoxOffice Podcast* 2023
- *State of the Cinema Industry- Movio Behind the Scenes Podcast* 2023
- *Inclusion & Diversity - ShowEast* 2022
- *New Approaches to Hiring and Retention in the Cinema Industry - Geneva Convention* 2022
- *PERSPECTIVES The Future of Exhibition - Toronto International Film Festival* 2022,
- *Hollywood Babylon: Damien Chazelle and Olivia Hamilton find a new path forward in Old Hollywood - Cinema Foundation Summit* 2022
- *Updates from the MPA, NATO and the Cinema Foundation - CJ Cinema Summit* 2022
- *Jackie Brenneman takes us behind the screens with The Cinema Foundation - Behind the Screens/Movio podcast* 2022
- *The Insiders Show with David Leitch, Director, Bullet Train; Jackie Brenneman, EVP & General Counsel, NATO - Cinlonic Podcast live from CinemaCon* 2022
- *Attracting and Retaining a Talented Staff - CinemaCon* 2022
- *Public Performance Licensing Alternatives - DOJ Workshop on Competition in the Licensing of Public Performance Rights in the Music Industry* 2020
- *Global Cinema Federation - What's Next? - ShowEast* 2019

WORK EXPERIENCE, CONTINUED

2021-
2023

The Cinema Foundation
PRESIDENT

- Implemented National Cinema Day in the United States, including:
 - Built consensus across various stakeholder groups including Department of Justice, film distribution leaders, agencies, exhibitors of all sizes, vendors and more;
 - Oversaw marketing campaign and distribution strategy;
 - \$100 million in advertising value and over 12 billion impressions on \$500,000 budget;
 - Drove best day of moviegoing attendance in 2022 with over 8.1 million admissions in the US and Canada and highest day of new attendees since reopening and 8.5 million admissions in 2023
 - Ensured wide awareness and adoption by over 3,000 sites and 30,000 screens;
 - Represented The Foundation on numerous national and local press interviews; and
 - Incorporated data collection as part of Cinema Day to measure success;
- Led fundraising strategy that brought in nearly \$6 million in initial funding.

2018-
2023

National Association of Theatre Owners
EXECUTIVE VICE PRESIDENT AND GENERAL COUNSEL

- As General Counsel for NATO, CinemaCon and the Global Cinema Federation acted as primary legal point person on a range of issues impacting the global exhibition industry and sit in on all meetings of NATO's Executive Board.
- "Second in command" at NATO overseeing strategy on various legal, policy and business issues both internal and external to the organization including strategic planning, budgeting, advocacy across stakeholder groups, and staff management.
- Oversaw strategy and implementation on various legal and business issues both internal and external to the organization including litigation, negotiations, tax, research, intellectual property and compliance for a global trade body representing thousands of exhibitors in all 50 states and 103 countries worldwide.
- Secured major industry victory in maintaining music licensing consent decrees through strategic filing comments with the DOJ and lobbying directly with the DOJ.
- Successfully negotiated a seven-figure settlement with an insurance provider for CinemaCon cancellation following the COVID-19 pandemic.
- Developed industry-wide team to build consensus and promote CinemaSafe, voluntary safety standards adopted by the vast majority of the exhibition industry.
- Achieved \$16.1 billion for theater-specific COVID relief grants by building strategic partnerships, mobilizing member network, and leading integrated public awareness campaign.
- Act as Subject Matter Expert on a range of key legal and regulatory issues in conversations with members, lenders, distributors, press and lawmakers.

PRIOR NATO ROLES

2018-2021

GENERAL COUNSEL & DIRECTOR OF INDUSTRY RELATIONS

2016-2018

COUNSEL & DIRECTOR OF INDUSTRY RELATIONS

2014-2016

MANAGER OF INDUSTRY RELATIONS & COUNSEL

Application Form

Profile

Kylie Eaton
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] N Priscilla Ln
Home Address Suite or Apt

BURBANK CA 91505
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

Alliance of Women Directors Interim Executive Director Nonprofit Leader + Filmmaker
Employer Job Title Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

16 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a longtime Burbank resident of over 15 years, filmmaker, and nonprofit leader, I am deeply committed to supporting and elevating the cultural life of our city. I believe the arts are essential to a thriving, connected community, and I'm excited by the opportunity to serve on the Burbank Cultural Arts Commission to help shape thoughtful policy and funding recommendations that reflect Burbank's vibrant creative spirit. With experience in both the arts and civic engagement, currently serving as Interim Executive Director of the Alliance of Women Directors, I bring a strong understanding of how to leverage limited resources for maximum impact, build bridges between artists and institutions, and engage diverse voices in decision-making processes. I am particularly drawn to the Commission's emphasis on public outreach and education, and would welcome the chance to contribute to initiatives that expand access to arts programming and ensure all Burbank residents feel represented and inspired by our cultural offerings.

Education

Chapman University - Film Production UCLA Extension - Director's Program

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

In addition to serving for over five years on the board of an arts nonprofit, where I currently serve as Interim Executive Director, I bring a breadth of experience at the intersection of arts, advocacy, and community engagement. My professional background as a filmmaker has kept me active in the local and national film community, where I've spoken on panels about the importance of diversity, equity, and inclusion in storytelling. I've also served as a programmer and judge for multiple film festivals, evaluating creative work through both an artistic and cultural lens. Through my leadership and creative work, I've built a strong network of colleagues across the greater Los Angeles film and arts industries, including directors, producers, arts administrators, and nonprofit leaders. I'm particularly passionate about creating inclusive spaces for emerging and underrepresented artists, and I would bring that same passion and perspective to the work of the Commission, ensuring that Burbank's cultural arts programs are accessible, equitable, and reflective of the community's diverse voices.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

While I have not yet had the opportunity to serve on a City Board, Commission, or Committee, I'm eager to bring my nonprofit leadership experience, collaborative mindset, and deep ties to the Burbank arts community to this role. I see this as a meaningful way to give back to the city I've called home for over 15 years and to contribute thoughtfully to its cultural future.

List Community activities in which you are involved:

While I am not currently active in formal community organizations, I've become more engaged with local programs through my two-year-old daughter. We've participated in the Burbank Adult School's toddler program and are actively involved in Burbank Parks and Recreation classes. Experiencing these resources firsthand has deepened my appreciation for the city's commitment to families and sparked a growing desire to give back to the community that is helping shape her early childhood.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have over a decade of experience working in the arts, both as a creative professional and as a nonprofit leader. I studied Film Production at Chapman University and later completed a certificate program in Directing through UCLA Extension. My professional background includes directing and producing award-winning films that have screened at festivals worldwide, as well as creating branded content for major clients. In my current role as Interim Executive Director of the Alliance of Women Directors, I oversee strategic programming, partnerships, and community engagement efforts that support women and gender-expansive directors across the industry. This role—as well as my years of board service—has given me a strong foundation in policy development, fundraising, public speaking, and collaborative decision-making. These experiences directly align with the advisory, outreach, and resource-leveraging responsibilities of the Burbank Cultural Arts Commission.

What are your goals in serving on this Board/Commission/Committee?

My primary goal in serving on the Burbank Cultural Arts Commission is to give back to the city that has supported me both personally and professionally. As a longtime resident, artist, and nonprofit leader, I want to bring my experience, industry connections, and passion for the arts in service of the community. I hope to support the City Council in implementing thoughtful, inclusive cultural arts policy and programming that reflects the richness of Burbank's creative landscape. This is a time when many in our city - particularly those in the entertainment industry - are suffering due to ongoing work slow-downs. While I understand the Commission's role is not focused on job creation, I believe we can still play a meaningful part by creating outlets for out-of-work artists to remain creatively engaged, connect with one another, and contribute to the cultural fabric of the community. I see this as a vital moment to use the arts as a bridge, to foster belonging, expression, and resilience in challenging times.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Nonprofit professional and independent filmmaker with a passion for supporting emerging and diverse voices in the arts through community, advocacy, and education.

SKILLS

- Project Management
- Video Creation + Editing
- Graphic Design
- Web Design
- Professional + Script Writing
- Problem-Solving
- Strong Communication
- Email Management
- CRM Management
- Social Media Creation + Scheduling

PROGRAMS

- WordPress
- Slack
- Canva
- SmarterQueue
- Adobe Suite
 - (Premiere, InDesign, Photoshop)
- Microsoft Office
- Final Draft
- Google Workplace
- Slack
- MailChimp
- Monday.com
- Survey Monkey

EXPERIENCE

CO-CHAIR

Alliance of Women Directors (501(c)3), Los Angeles

2020 - 2024

- Lead a nonprofit organization that supporting emerging through established directors in television, film, and new media.
- Liaise between Board of Directors and Employees to implement long-term goals into day-to-day protocols.
- Act as public face for AWD at in-person events, hosting online meetings, webinars, panels, and workshops.
- Spearhead community-building efforts and engagement, including conceptualizing and hosting in-person inter-organization mixers, online events and workshops, and partner sponsored screening and events.

COMMUNICATIONS LEAD

- Project Manager for AWD's FYC Video Series - coordinated outreach to PR/Studios, to liaising with high-level directors and executives to create video content, recording and editing panel, finalizing with graphics and publishing across web and socials.
- Created, approved, and scheduled social media posts for all channels; engaged with followers, and helped to grow global audience from hundreds to 42k followers.
- Researched, wrote, edited, and executed email correspondence across all programming, including two monthly newsletters, and news/blog content for website.
- Updated existing monthly newsletter and created new impact-driven monthly newsletter for members only, focused on grant and lab opportunities, as well as upcoming internal events and deadlines.
- Managed website (WordPress).
- Managed MailChimp and implemented Monday.com CRM databases
- Wrote and Designed Impact Reports and Promotional Decks, and drafted Press Releases that received placements in major outlets such as Deadline.

CHAIR, RISING DIRECTOR FELLOWSHIP

- Created new flagship fellowship program to support 5-8 diverse directors annually in development on their first feature films.
- Built relationships with studios, production companies, and management/agencies to bring in key industry experts to educate and network with directors.
- Developed partnerships with sponsors from across the entertainment sector to support program via in-kind goods and services.
- Oversaw application + review process for candidates.



EDUCATION

CHAPMAN UNIVERSITY
Film Production

EXPERIENCE (CONT)

FREELANCE FILMMAKER + DESIGNER

Evolution Image Group, Los Angeles

2014 - Present

- Produce, Write, + Direct Short Form Content
- Design, Write, and Create Decks, Treatments, and Presentations for Commercials, Episodic, and Feature Films.
- Create Film Posters, EPKs, and other promotional materials
- Clients Include: Anonymous Films, Hurdler Productions, Fourth Wall, OMGA, and several independent filmmakers and producers.
- Link to graphic design portfolio:
 - kylieeatonfilm.com/deckdesign
 - password: KMEfilm

ADVOCACY

WomenX Film Festival - International Jury Member (2024)

Hollyshorts Film Festival - Panelist, "The Power of Women" (2024)

Bushwick Film Festival - Volunteer Programmer (2020)

GenConFilm Festival - Panelist, "Female Filmmakers" (2019)

Application Form

Profile

Namrata

First Name

Singh

Middle Initial

Gujral

Last Name

Email Address

Clifden Lane

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

Primary Phone

Alternate Phone

Uniglobe Entertainment

Employer

President

Job Title

Filmmaker

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted
Planning Commission: Submitted

Length of time as a Burbank Resident:

App 30 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Serve the community of my hometown, Burbank.

Education

Bachelor of Arts

Additional Pertinent Courses or Training

See resume

Other Pertinent Skills, Experience or Interests

High profile films from Bollywood considered crossover in North America.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Locally: Served on my HOA board for multiple years. National and International: Serve as a director on international cancer advocacy boards and veterans advocacy boards.

List Community activities in which you are involved:

See resume

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

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AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Planning

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

See resume

What are your goals in serving on this Board/Commission/Committee?

Just giving back to the community that has given me the best of what life possibly could.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Cultural Arts

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

See resume

What are your goals in serving on this Board/Commission/Committee?

I'd like to bring build more bridges between Burbank and Bollywood - two media capitals of the world.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Namrata Singh Gujral

Filmmaker | Producer | Motivational Speaker | Survivor Advocate

President, Uniglobe Entertainment

PROFESSIONAL SUMMARY

Award-winning filmmaker and media executive with expertise in Hollywood-Bollywood co-productions, socially relevant storytelling, and international cinema. Passionate about creating impactful content with humanitarian themes. Recognized as a thought leader in the entertainment industry, with speaking engagements at Oxford University, Stanford, and major film festivals.

EXPERIENCE

President & Filmmaker | Uniglobe Entertainment

(Hollywood-based production studio focused on socially relevant international projects)

2005 – Present

- Produced and directed multiple feature films and documentaries exploring critical social issues, including national security, cancer awareness, and cultural diversity.
- Created Hollywood-Bollywood co-productions, ensuring seamless cultural storytelling and global appeal.
- Regularly featured on major networks such as CNN, Fox, and Times of India for insights on international film collaborations.

PHILANTHROPY & ADVOCACY

Key Advocate | Multiple Sacramento initiatives including 'Death with Dignity' with California Assemblyman, Mike Gatto

Headline Influencer | Various cancer care initiatives including subsidized cancer care for underprivileged women at Tata Memorial Hospital, Mumbai, Max Global and National Bone Marrow Program (Undertaking of DoD, USA)

Lead Partner/Donor | Various veterans advocacy efforts including launching the GI Film Festival with Gary Sinise; fundraisers for multiple veterans charities including America's Gold Star Families, Gold Star Parents Retreat, Honoring Our Fallen, Project Roll Call, Warfighter engaged and Coast 2 Coast.

Founder, The Thrive Channel (TTC) (Launched 2017)

- Media brand supporting cancer survivors with shows like Destination Survival, Ultimate Survivor, and Thrive with Namrata.
- Featured top medical experts including Dr. Dennis Slamon (Inventor of Herceptin), Dr. Debu Tripathy (MD Anderson), and Dr. Deanna Attai (American Society of Surgeons).
- Personal survivor of both breast cancer and blood cancer, using media as a tool for awareness and empowerment.

SPEAKING ENGAGEMENTS & INDUSTRY CONTRIBUTIONS

- Oxford University (2020) – Invited speaker, joining past luminaries like John Kerry and Morgan Freeman.
- Stanford University, Nashville Film Fest, Melbourne Film Fest, Connecticut Film Fest – Speaker on Hollywood-Bollywood co-productions.
- FICCI (Mumbai, India) – Keynote speaker on global co-productions, invited by Yash Chopra (Founder, Yash Raj Films).
- Film Festival Juror & Miss India-America Pageant Judge – Recognized contributor to international film and cultural events.

HONORS & RECOGNITION

- Lifetime TV “Remarkable Women” Honoree – First Indian-American recognized alongside Michelle Obama and Hillary Clinton.
- Emmy Nomination Consideration (2002) – For role in Family Law alongside Tony Danza and Kathleen Quinlan (Columbia TriStar submission).
- Box Office Success – Americanizing Shelley outperformed Changeling and Benjamin Button in select international markets.

Key Productions

- America, Invaded (2024) – Docudrama on U.S. national security, featuring personal accounts from military heroes and Gold Star families.
- America’s Forgotten (2020) – Investigative documentary on immigration policies (Trailer released by Newsweek).
- Finding Match (In Production) – Docu-drama on blood cancer and genetic stem cell matching across ethnic communities.
- 5 Weddings (2018) – Hollywood-Bollywood rom-com, theatrically released in 54 countries, exploring transgender representation in Indian culture.

- 1 a Minute (2010) – Documentary on breast cancer, featuring Olivia Newton-John, Deepak Chopra, Melissa Etheridge, Jaclyn Smith and Billy Baldwin (Honored by Lifetime TV as a “Remarkable Woman”).
- Americanizing Shelley (2007) – Romantic comedy starring Beau Bridges and Wil Wheaton, released theatrically in 24 countries.
- American Dream (2011) – Drama on immigrant challenges, starring Satya Bhabha and Alex Veadov.

UPCOMING PROJECTS

- STILL – Sci-fi feature (currently casting)
- Tie That Binds – War drama centered on an international NATO mission (in scripting phase)

CONTACT

Danielle Perez

Uniglobe Entertainment

Phone:



Email:



Application Form

Profile

Yasmin

First Name

Dunn

Last Name

Middle
Initial

Email Address

North Buena Vista Street

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

Paramount Global

Employer

VP, Diversity

Job Title

Vice President

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Police Commission: Submitted

Length of time as a Burbank Resident:

7

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Throughout my entire career, I have dedicated myself to serving equity, access, and community. I've thoroughly enjoyed my time in Burbank and have served on the PTA at Thomas Edison Elementary, as well as volunteered with BUSD on the Diversity, Equity, and Inclusion committee. I have also served on the board of the Burbank Arts and Education Foundation. I believe in giving back to my community, as well as taking an active role in it and in my government. I am privileged to live in a small and vibrant community like Burbank, and I want to be a part of shaping our city as we move forward over the next four years.

Education

I have a BA in English with a minor in French from Loyola Marymount University.

Additional Pertinent Courses or Training

Trained as Rape Crisis Counselor/Advocate, Trained as Domestic Violence Counselor Advocate

Other Pertinent Skills, Experience or Interests

Before working in entertainment, I taught public school in Los Angeles. I am familiar with LA County politics and procedures. Through my work with Peace Over Violence, I've worked extensively with state, local, and federal governments. I am particularly interested in bringing trauma-informed policies and procedures to the community.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I have not served on any City Boards or Commissions. I spent one year on the DEI committee for BUSD.

List Community activities in which you are involved:

I sponsor and volunteer with Burbank Arts and Education Foundation.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I've worked in entertainment for many years. I owned and operated my VFX company in Burbank for a few years. I'm an avid supporter of the arts and was a member of the Burbank Arts and Education Board. As a community member, I am deeply invested in keeping Burbank's vibrant arts culture alive and thriving. With such a rich history steeped in the arts, Burbank must be intentional about planning for arts education and its commitment to the City's Cultural Arts Plan.

What are your goals in serving on this Board/Commission/Committee?

I want to establish deeper roots in the community and bring a new perspective to the Commission.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Police Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I served as a Counselor Advocate with both the LAPD Domestic Violence and Sexual Assault Response Teams for two years. As an advocate, I went out on calls with officers and was available to counsel and provide resources for survivors. I worked in stations across LA, including Central. As such, I am familiar with working with the unhoused population and those with addiction. I am also comfortable working with law enforcement and understand the demands and intricacies of the job.

What are your goals in serving on this Board/Commission/Committee?

I would like to use my skills and experience to fulfill the Police Commission's mission to maintain a culture of respect and professionalism through accountability and transparency in all of its actions. I want to build deeper ties between the public and law enforcement.

Supplemental Questions

Acknowledgement

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☒ I Agree

YASMIN M. DUNN

SKILLS

Organizational Development, Change Management, Strategic Planning, Executive Leadership Coaching, Artist Management, Program Design and Management, Curriculum Design

EXECUTIVE SUMMARY

Experienced executive skilled in managing and developing diverse teams, program management, and long-term strategic planning

EXPERIENCE

Vice President, Diversity | Paramount Global | August 2022-present

Served as liaison between the Office of Global Inclusion and entertainment divisions. Served as Subject Matter Expert for all departments including but not limited to Physical Production, Casting, Animation, and Labor Relations Oversight and revitalized three long running pipeline programs for writers and directors. Worked closely with the Current and Development teams at CBS Studios, CBS Network, Paramount Television Studios, and MTV Entertainment Studios to provide access and opportunity to directors and writers from underrepresented populations. Worked across Paramount Global on issues of diversity, equity, and inclusion in content creation, production, and workplace initiatives. Represented company at industry events, panels, and festivals.

Director, Education and Outreach | Hollywood Commission | August 2019-August 2022

Establish effective working relationships with internal and external partners, including member organization constituents, on behalf of the Hollywood Commission. Design and implement strategies to develop programs and support employer outreach efforts. Set instructional design, development, implementation, and evaluation of anti-bias and harassment curriculum. Lead efforts to create industry-wide anti-bias and harassment education and outreach efforts, with a focus on protecting uncovered workers. Represent company at industry events.



EDUCATION

B.A. English | Loyola Marymount University
Summa cum laude

Producer/Partner | Robot Rumpus VFX | September 2015-2019

Negotiated contracts with production companies, studios, and partner vendors. Trained and managed project producers and coordinators. Project budget, planning and oversight. Purchased software and equipment and oversaw management of VFX pipeline. Managed junior recruits and oversaw training and development. Actively sought to diversify through the recruitment and development of women and minorities. Represented company at leading industry events.

Assistant Principal | St. Bernard High School | June 2014-September 2015

Created and managed the school wide strategic plan, including rubrics and metrics for accountability. Managed all instructional staff. Responsible for hiring, recruitment, and retention of talent. Organized all academic events, including but not limited Open House, Graduation, and admissions events. Managed academic budget. Successfully implemented high profile academic changes.

Professional Development Coach | Catapult Learning | December 2012-July 2013

Delivered high impact training and presentations to large school districts and school communities across the country. Facilitated and developed parent training modules for a variety of parent communities. Analyzed relevant data to identify gaps in curriculum. Coached teachers through modeling best practices and co-teaching.

Credential Instructor | Alliant International University | September 2009-May 2016

Created and delivered graduate level curriculum for teachers working on their California Teaching Credential. Provided training for Alliant University staff.

Director of Curriculum and Instruction, English Language | ICEF Public Schools | July 2005-September 2011

Spearheaded development and implementation of new curriculum and training modules. Conducted observations of over forty teachers in nine schools using effective rubrics and evaluations. Created and managed English Department budget for nine schools based on state and federal guidelines. Lead English teacher at View Park Prep High School, an ICEF school.

Production Manager | @radicalmedia Paris | July 2000-May 2005

Managed production schedules and communication for commercials and music videos. Served as liaison between American and French crews.

**VOLUNTEER EXPERIENCE
Burbank Arts and Education Foundation**

Board Member

DEI Committee Chair

Peace Over Violence

Advisory Board of Directors

Counselor Advocate Coach

Application Form**Profile**

Stefanie

First Name

L

Middle
Initial

Girard

Last Name

Email Address

N. Fairview St.

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

Self

Employer

Artist

Job Title

Artist

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

32 years

Burbank Registered Voter?☒ Yes ☐ No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in continuing my service on the Cultural Arts Commission because I want to continue being a part of the creative team that puts together innovative opportunities for members of the Burbank community to experience and participate in the arts. I believe that giving my time and creative expertise back to my community is necessary for the well being and growth of an amazing town I have been a part of for over 32 years. My personal mission statement is to inspire, advocate and educate through artistic, creative and eco-conscious community art, activities, opportunities and experiences that can reach everyone.

Education

Bachelors of Industrial Design, Pratt Institute NY 6 years of ceramic classes at the Betsy Lueke Creative Art Center

Additional Pertinent Courses or Training

Graduate of Pratt Institute with a degree in Industrial Design with a career that has spanned over 20 years in the TV and Film industry first as a Set Decorator and then as a Producer of How-to Television specializing in the home arts. Coinciding and then focusing on publishing 5 how-to books and then designing and producing content marketing for the art and craft publishing and manufacturing industry. -Director of Development- California Creative Arts, 501c3 Non-profit -Marketing Manager of Art and Craft books, Quarto Publishing -9 years of Art Exhibition installations and shows -Burbank Recycling Center's - Master Recycler Program graduate -Burbank Fire Corps- Training and Community outreach team, Steering Committee -Cultural Arts Commissioner-2021-2025

Other Pertinent Skills, Experience or Interests

-Award winning fine artist-Curator of Local Galleries and Exhibitions-Commissions of Public Art -Produced and installed art pieces and shows at Betsy Lueke Creative Arts Center, The Colony Theatre Gallery, Marsha Ramos's Geo Gallery, Gain Federal Credit Union, Salit Conservatory -Program creator for Earth Day art activities, experiences and community outreach with The Burbank Recycle Center-Panelist on Virtual Burbank :Alone Together (2)- Programs Chair Burbank Art Association, Glendale Art Association-Bringing top-notch art education and content to my art community -Author of 5 Art and Craft Books -Video producer -Director of Development- California Creative Arts, 501c3 dedicated to giving art exhibition opportunities to all artists at any stage of their artistic practice.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I currently am pleased to serve on the Cultural Arts Commission. I served on the Steering Committee for the Burbank Fire Corps from 2010-2015 and have been a member since 2008. I am Co-Exhibits chair of the Burbank Art Association. I did the Master Recycled Program at the Recycled Center and continue to work with them on initiatives of educating and advocating for a greener Burbank.

List Community activities in which you are involved:

2020-Current- Director of Development - California Creative Arts 2019-Current - Co-Exhibits Chair -Burbank Art Association, Member 2017 2021- Current- Burbank Fine Arts Federation-Member 2018-2020 - Programs Chair- Glendale Art Association, Member 2017 2015-Current-Master Recyclers Burbank, Member 2008-Current- Burbank Fire Corps Member, Steering Committee-2010-2015 Back Yard Food Growers Burbank Eco Council

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In addition to my past 4 years of service on the Cultural Arts Commission working closely with the amazing Burbank Parks and Rec Staff, as a working artist and my volunteer rolls in the Burbank Fire Corps, Burbank Recycle Center, Burbank Art Association and Burbank Fine Arts Federation along with my extensive film, publishing, marketing and Artistic career I would continue to bring a high level of professionalism and arts advocacy to my community. I understand how to work within often times limiting circumstances, resources and time to make something happen. I believe in good communication. Both the ability to listen and ask good questions so that the best solutions and opportunities can be created.

What are your goals in serving on this Board/Commission/Committee?

I would like to continue to be part of a team that is synergistic to my personal mission to inspire, advocate and educate through artistic, creative and eco-conscious community art, activities, opportunities and experiences that can reach everyone. I believe being a part of this commission would allow me to continue to have an opportunity to bring artistic and creative experiences to to our amazing Burbank community. It is clear that there is much change and growth coming to our community and I would love to be a part of shaping it by bringing a working artist perspective to the projects.

Second Choice

Stefanie L Girard

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

STEFANIE L. GIRARD
Artist, Curator, Art Advocate

Mission Statement:

Inspire, advocate and educate through artistic, creative and eco-conscious art installations, community art, activities, opportunities and experiences that can reach everyone.

ORGANIZATIONS

2021- Current- **Burbank Cultural Arts Commission** – Commissioner

2022- Current-**California Creative Arts**- Director of Development

2020- 2023 -**Shoebox PR** Peer Mentorship program- member

2020 -2023 -**Women's Caucus for Art**- Writers Committee

2019-23 -Programs Chair, 2023-Current - Co-Exhibits Chair -**Burbank Art Association**, Member 2017

Selected Exhibitions:

-**Ontario Museum of History & Art**- "*We the People: Yesterday, Today, and Tomorrow*"-January 2023

-**The Gallery at the Colony Theatre**- "*Unscripted*"- **Curated, California Creative Arts**-December 2022

-**Los Angeles Makery**-Art shows- "*Play Time*" and "*Dulcepalooza*" - 2022

-**Neutra Gallery**- Art Candy Machine "Tree" installation, 2021 (on exhibit for 3 art shows)

-**Museum of the San Fernando Valley** - Art Chair Exhibition Dec 0221, "I Dissent" **Sold**

-**Geo Gallery**, Glendale, CA –3-5 shows a year exhibiting, installing and producing art shows 2019- current with Burbank Art Association

-**bG Gallery** -Bergamot Station Complex, Santa Monica CA -**Stripes 2 -Slivers** 2021

- **SCWCA 10x10 Art Show**, 2020

-**"Stand Together Against Hate"** Show- Burbank Human Relations Council, 2020

This work was not only featured in Geo gallery but ALSO on **BHRC website** and Facebook page and at a Burbank City Council presentation for the MLK proclamation.

"Don't Be Racist" Acrylic and Glitter

-**Betsy Lueke Creative Art Center Gallery:**

-**Fine Art Federation**- **2025 Award of Excellence**- "*Daily Practice; Zen and The Art of Porcelain Grenade Making*" 365 ¼ Porcelain grenades installation

-**BAA Fall Show 2022 Award**- **Best in Show winner**

-**Women's Caucus for Art**- *What's Next!* –Collage Mixed-media of "*Pearl-Clutcher*"- **Sold**

-**BAA Fall Show 2018 Award** - **3rd Place Award Sculpture**

-**BAA Fall Show 2017** -**"Moving Blocks"** 4x9 ft. - 200 embroidered blocks **PRESS in Burbank Leader**

-**National Arts Drive** June 20, 2020

-**A "Novel" Defense group art show at The Slow Down Gallery**, Random Framing, Highland Park, CA 2020

-**Solo Show at Karizma Studio**, Thousand Oaks, CA Jan/Feb - 2020

-**Solo Recycled Art and Design exhibit at Glendale Main Library**-A retrospective collection of Eco Art and Design from 2008 to current work. 2020

-**IMX- Burbank Arts For All show** -2019

-**123 Artsakh Gallery**- 8 Monthly exhibitions, April-Dec 2019 -sponsored by The City of Glendale through Glendale Art Association

- Brewery Art Walk**, Los Angeles 2019
- Macy's Gallery**, Burbank CA BAA-2019
- Diggs Gallery**, Montrose, CA - GAA Fall Show 2019 **Best in Show winner**
- Collage Artists of America** - "Just Your Imagination" show- San Fernando Valley Arts & Cultural Center - Encino, CA 2019
- **Swains HQ**- Glendale, CA- "SoCal Summer" Art Show with GAA 2019, Co-installer
- **40th Anniversary Glendale Historical Society Restoration Expo**- Glendale Civic Auditorium -2019
- **Soroptimist of Glendale "Bras for the Cause" 2019**- "We the People/Statue of Liberty" sculpture- **Sold**
- **McGroarty Art Center- Spring Show- GAA- 2019** Co-installer
- **Arts For All Gala** 2017

COMMISSIONS:

- 2020 November- January 2021 - **City of Glendale Public Art Commission - Artsakh Storefront Window Art Painting** -"Mixed-Animal Family Portrait"
- 2016- Painting Commissions- Clearsnap Products
- 2016 -Painting Commissions -Testors Paint
- 2015- Painting Commissions -Plaid Paint, Brand Ambassador

EVENT PRODUCER/Teacher/Facilitator

- 2023- Current –California Creative Arts Rolling Art Exhibitions at The Colony Theatre Gallery
- 2021, 2022 Pop-Up Art show at The Magnolia Park Night Out, Holiday in the Park
- 2019 Event Coordinator- Plein Air Painting event at Glendale Cruise Night
- 2009-2015- Maker Faire Bay Area- [Art Activity Producer/Guide for attendees](#)
- 2012 - Glitterfest- [Mixed-media art making producer Craftside/Quarto Publishing](#)
- 2011- CHA (Craft and Hobby Association Trade Show) and Maker Faire- [Schedules of events](#)
- 2010, 2011 -Unique LA -[Big Craftside Maker Space- Creative Activity Zone Producer](#)-Great photos (slow loading)
- 2008 Swap-o-Rama- [Eco-art Die cutting table event producer, upcycled fashion](#)
- 2008 -Santa Monica Museum of Art- [Creature Comforts Charity Sewing Event](#)- Produced by Jenny Ryan

PRESS-

- Channel 4 News Segment**–The Childless Cat Lady Gallery
<https://www.youtube.com/watch?v=vlZhvjMUw10>
- Burbank Leader**- [Local Artists Encourage Recycled Art](#)
- MyBurbank**- [Virtually Burbank Symposium Talks About Turning Trash Into Treasure](#)
- Shoutout LA Feature**- [Meet Stefanie Girard: Art Candy Machine Curator and Artist](#)
- Art and Cake**, Kristine Schomaker, written by Genie Davis – [Stefanie Girard's Art Candy Machine](#)
https://artandcakela.com/2020/12/13/stefanie-girards-art-candy-machine/?fbclid=IwAR1hQ9KJafXS56RO_barYyACE_MalwG03FiapBB-CmhAiCq4VAf2qIBC4ls
- Spectrum News 1 TV- News segment on Art Candy Machine™ and Burbank Neighborhood Gallery**
<https://spectrumnews1.com/ca/san-fernando-valley-ventura/arts/2020/09/21/art-candy-machine-dispenses-fun-sized-works-of-original-art?fbclid=IwAR3ItsLtfGvovydiBR2YloofBALq2ewgi3ibzNp3SzAJEVx-KSYsfQS280>
- Art and Cake**- Featured in - "[Textile Artists Today](#)"
- Burbank Arts Newsletter** [Artist Spotlight](#)
- Panelist** -[Virtually Burbank](#) "Alone Together" [Celebrating Inspiration](#),
[Virtually Burbank](#) "Alone Together" [Earth Day-Artists turning Trash Into Treasure](#)
- SCWCA e-Newsletter and Artful Amphora** by Karen Schiffman – "[Women Around Town](#)" [Dec 2020](#)
- Voyage LA website and Newsletter**- [Meet Stefanie Girard feature](#)
- Burbank Recycled Newspaper**- Master Recycler Artist and Designer- Feature article
- Burbank Leader** - Moving Blocks art installation- feature

Education: 1991- Bachelors Industrial Design, Pratt Institute, NY



Betsy Lueke Creative Arts Center
1100 West Clark Ave
Burbank, CA 91506

March 24, 2021

To whom it may concern:

As the Manager of the Betsy Lueke Creative Art Center Gallery in Burbank, I have had the pleasure to work with artist Stefanie Girard and I am pleased to write this letter of support on her behalf. She has participated in multiple exhibitions at the gallery for the past 4 years and she has demonstrated the highest level of professionalism in the installation and presentation of her unique art pieces.

Her first piece, "Moving Blocks" was expertly engineered and safely installed with the help of the gallery staff - a challenge as it included a 4x9 piece of sheet metal secured to the wall. On this magnetic surface was placed 200 embroidered blocks that featured words and quotes. Each week of the exhibit Stefanie would come and rearrange them in interesting configurations forming overall shapes and designs. This piece was so exemplary it was written about in the Burbank Leader newspaper.

Her award-winning second installation, "Alternative Facts" included 50 5x5 inch paintings of all different imagery and the word "fact" incorporated into each small painting. The 50 paintings were arranged in a large collage format which she hung herself.

Her third installation was a single column of 45 real bricks reaching over 9 feet high with found words applied on each brick. The work was titled, "The Writing is on the Wall." She engineered and safely secured this installation to the wall creating a dramatic and poignant statement.

Along with participating in gallery exhibitions, Stefanie works with the Burbank Art Association and Glendale Art Association to coordinate the intake of art for group shows and assists members with their hanging mechanisms. Her assistance makes my job of hanging the show go smoothly, which is greatly appreciated. Along with intake and installation of the shows Stefanie assists in the Opening Night Events, helping out wherever needed. She is the Programs Chair for both groups and thoroughly enjoys inviting guest speakers to share their knowledge, experience and artistic techniques to fellow artists. Bringing artists together in the pursuit of knowledge both artistic and logistical is her passion.

Over the past 5 years Stefanie has continued to take classes including painting, watercolor, and ceramic studio sessions. She actively pursues creative knowledge and testing the boundaries of materials and techniques to see the unexpected ways things can be made.

Her combination of creativity, planning, and organizational skills makes her a pleasure to have in the gallery and part of our art community.


Since the Covid Pandemic shut down she has started several community creative endeavors. She launched the Burbank Neighborhood Gallery- an outdoor gallery wall with works hanging outside on her chainlink fence allowing people to participate and view art from ages and all levels of experience. She then launched the Art Candy Machine giving artists a safe way to sell mini pieces of original art to collectors both avid and new. The Art Candy Machine is an actual vending machine set up in her driveway in her diverse media-district neighborhood.

The range of visitors to these outside galleries includes locals walking by from the very young to the very old and everybody in between, as well as professional artists and collectors that have found out about it online through social media, numerous articles, and on tv news. It has truly become a destination and it is growing every day for both participants and supporters of the arts.

Along with her own eco-activism and community-based socially conscious art galleries, she has spent the past year creating many new works of her own, including "Pocket Monolith." And she has been a panelist in several Zoom panels for Burbank Arts. Burbank Arts has produced educational panel discussions titled "Virtual Burbank / Alone Together" to help inspire and educate creative people in the community. She has participated in Burbank Arts Council meetings and is always open to contributing both ideas and hands-on volunteering in community events.

I look forward to working with Stefanie on future art shows, events, and community art events. As these times evolve so will our collaborations. Your essential financial support of her creative projects will allow her to sustain and grow them so that both emerging and established artists from all walks of life will benefit. It is Stefanie's dream to deepen her commitment to her local community even as her work can inspire and expand into even more communities in Los Angeles County and California.

Sincerely,



Virginia Causton-Keene

Gallery Director
Betsy Lueke Creative Arts Center



Burbank Recycle Center
500 S. Flower Street
Burbank, CA 91502-2106

(818) 238-3900
FAX (818) 238-3908

March 2021

It is my great pleasure to write this letter of recommendation for Stefanie Girard.

Stefanie and I met in 2015 through the City of Burbank's Master Recycler Program. She immediately became a creative favorite in the class. She listened deeply, responded joyously, and rallied people around sparkling and inclusive initiatives. Art is the truly the way she sees, hears, and interacts with the world.

It was easy to feature Stefanie in our newsletter, highlighting just a small snapshot of her work that she has reimagined, repurposed, re-stitched, and recycled. Her art germinates from exuberance and metamorphosis. Her leadership and energetic support of our Fixit Clinics and Earth Day Events were a big reason for their success. In fact, Stefanie has energized nearly every one of the Recycle Center's public events over the past five years.

I also know Stefanie as a neighbor and as a generous incubator of community art. I have had the pleasure of seeing her Little Library grow from a few pieces of discarded wood to a popular destination. She has attracted international art lovers and media to her open air Art Candy Machine and her Burbank Neighborhood Gallery - all free and accessible to anyone walking by or flying in: kids, seniors or pets. Anyone and everyone can view art, buy art, make art, display art and enjoy art.

Along with her socially conscious community art galleries, Stefanie is also an eco-activist, writer and teacher. She has inspired other creative community members through several Burbank Arts Zoom Panels. She has participated in Burbank Arts Council events, contributing colorful concepts, talents and engaging others with hands-on activities.

I always look forward to working with Stefanie and supporting her in any way I can through the Burbank Recycle Center. Her inclusive visions enrich the community in so many ways.

I hope you will consider Stefanie for any art initiative intended to heighten community cooperation and bring opportunities to artists of all ages and skill levels. She has my full support and highest recommendation.

Sincerely,

A black rectangular box redacting the signature of Kreigh Hamper.

Kreigh Hamper
Recycling Coordinator



Printed on Recycled Paper

March 2021

To whom it may concern:

It is my pleasure to write this letter in support of the application of Stefanie Girard. I have worked with Stefanie in both her personal art career and her community based eco-art projects.

As the owner of The Geo Gallery in Glendale I have had the pleasure of hosting numerous art shows that have featured Stefanie's artwork for over 4 years. Her works are both poignant and unconventional in their materials. Her pieces touch on social issues in subtle or straightforward ways by using surprising and humorous/ironic elements.

Recently she has started to produce and hang Geo Gallery exhibitions. She works together with her team to highlight a wide variety of styles and mediums. Using her excellent eye for color and composition, she creates vibrant shows that enliven the viewer's experience. In addition to participating in and hanging the shows, Stefanie has excellent gifts in marketing and promotion. She creates advertising and does the show promotion online. This includes shooting a virtual walkthrough video of the exhibition and posting the video across social media and building a Youtube channel to document shows. She uses skills gathered from her many years of experience as a Social Media Marketer to share photos and videos through email, websites and social media platforms. Her goal is to advocate for maximum exposure for each artwork.

In addition to participating in, producing and promoting shows at The Geo Gallery she has launched several community-based projects of her own in the last year that have opened up exciting new ways to break through entrenched barriers between makers, collectors and appreciators.

First she started The Burbank Neighborhood Gallery that inspired artists of all ages and skill levels to create and share their work on the fence that surrounds her home and sits on a lively walking-street. The neighborhood was so thrilled to have this addition to the public experience that they decided to copy the concept and the technical logistics for a similar street exhibition a local school. Passersby so loved it, they would make it a destination to see new additions. I too made it a regular part of my exercise routine through our shared neighborhood.

With the success of the Burbank Neighborhood Gallery she next invented, built and launched an Art Candy Machine™. Using an actual vending machine placed safely outside in her driveway, the Art Candy Machine™ sells mini pieces of art for \$5 each with 100% of the proceeds going to the artists. In the midst of the COVID-19 social restrictions, this outdoor experience both gives artists a live "mini-gallery" to safely feature their work. Stefanie also promotes




their work online (self-promotion being one of the hardest thing for an artist to do.) As of today, sales have reached over 600 pieces by 32 artists of different genders, races, ages, and skill levels in a wide range of materials.

Stefanie is not only the Curator of the Art Candy Machine™, she also creates art for the machine. Her first collection was eco-friendly paintings on recycled floppy disks that quickly sold out. Then, inspired by the large monolith that recently appeared mysteriously amongst rock formations in Utah, she created the Pocket Monolith™. Using her background in industrial design she found a way to create a small manufactured metal monolith. You can enjoy Pocket Monolith™ inside its packaging with a recycled photo of a landscape painting or take it out and photograph it in fun and interesting locations. Some examples include Pocket Monolith™ placements with cats, food or out in nature. The goal in creating the Pocket Monolith™ is not only to create a fun little piece of art collage. It is meant to inspire the owner to be creative themselves, using commonly available means - a camera and a post to social media. It is just another way that Stefanie is working to inspire her community to discover and express their own creativity, and to bring formal and informal art makers together using a common element. I visit the Art Candy Machine™ often and my own collection is growing into an eclectic mix.

As a former Mayor of Burbank and a community activist, I have used Stefanie's art in my public presentations. She participates in Burbank Arts panels to inspire and advocate for creativity through education and activities. She has given back to her community by producing eco-art activities on Earth Day and teaching at the Fix-It Clinics along with graduating from the Master Recycler Program at the Burbank Recycle Center. She is truly adept at combining her passions of reducing her carbon footprint by re-purposing all she can by making art and teaching others the joy in it.

I am so pleased to have Stefanie as my neighbor and fellow eco-creative activist. I look forward to many years of working with her on shared green-goals.

Sincerely,


Marsha Ramos
Former Mayor of Burbank
Owner, Geo Gallery
Vice President, Geosystems, Inc.

Application Form

Profile

Mayboll Carrasco
First Name Middle Initial Last Name

[Redacted] [Redacted]
Email Address

[Redacted] N Whitnall Hwy [Redacted]
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

Natural History Museum of Los Angeles County Director of Major and Planned Giving Fundraising
Employer Job Title Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted
Police Commission: Submitted

Length of time as a Burbank Resident:

26 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am eager to contribute my skills and insights to a board, commission, or committee, driven by over 26 years of passionate commitment to the city of Burbank. Having grown up here and attended Burbank High School, alongside my siblings who experienced their education from pre-K through high school in this community, my love for this city runs deep. My professional background as a fundraiser in public health, homelessness, and now arts and culture equips me with a unique perspective on the needs of our community. Furthermore, as a political science instructor at local community colleges, I am acutely aware of the significance of giving back, and I am motivated to make a positive impact.

Education

Bachelor's degree in Political Science and Philosophy and Master's degree in Political Science from Cal State LA

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Fund development and donor relations International development strategy Program and project management Grant writing and acquisition Major gifts cultivation and stewardship Corporate, foundation, and government fundraising Relationship building with major donors and stakeholders Strategic partnership development Fundraising campaign execution (>\$150 million total raised) Advocacy for vulnerable and underserved communities Cross-cultural communication and collaboration Inspirational leadership and team empowerment Commitment to social impact and global change

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None

List Community activities in which you are involved:

None

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic’s training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Cultural Arts and Culture

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have over ten years of experience in nonprofit fundraising and cultural programming. I currently serve as the Director of Major and Planned Giving at the Natural History Museum of Los Angeles County. In this role, I lead strategies that raise millions each year for exhibitions and educational programs that engage diverse audiences. I have partnered with major companies like NBCUniversal, Disney, and Netflix to support community-focused programs. My experience includes managing public events and building collaborations to promote cultural initiatives. I am committed to making the arts accessible and have launched campaigns to increase engagement through digital outreach and storytelling. I also lead teams to focus on equity and meaningful public impact.

What are your goals in serving on this Board/Commission/Committee?

I hope to contribute to Burbank’s vibrant arts and culture scene by bringing my fundraising, community engagement, and cultural programming experience to the commission. My goal is to help shape inclusive, innovative cultural initiatives that reflect the diverse voices of Burbank’s residents, and to strengthen partnerships between artists, institutions, and the broader community. I am particularly passionate about expanding access to the arts for underrepresented communities and supporting public events that bring people together through shared creative experiences. Serving on this commission would be a meaningful way to give back to the city I live in and support the growth of arts and culture in Burbank.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Police Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have a strong background in public service, community engagement, and strategic leadership. I build relationships with government, corporate, and community stakeholders to support programs that help diverse populations and promote equity. Although I do not have experience in law enforcement, my work focuses on transparency, trust-building, and advocating for underserved communities. I am good at reaching agreements, navigating complex organizational structures, and leading meaningful discussions, which are important for the work of the Police Commission. My professional approach is based on accountability, ethical stewardship, and making sure all communities feel seen, heard, and safe.

What are your goals in serving on this Board/Commission/Committee?

My goal in joining the Police Commission is to promote mutual respect, safety, and fairness between law enforcement and the Burbank community. I believe civilian oversight, transparency, and community input are crucial for public safety. I want to help the Commission connect residents with law enforcement, building trust, open communication, and accountability. As a Burbank resident, I care deeply about making our city safe and inclusive for everyone. I am committed to ensuring our public safety policies reflect the values and needs of our community.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

☒ I Agree

Professional Summary

Talented and results-driven Fund Development professional with a distinguished track record in major donor relations, international development, program management, corporate and foundation engagement, and grant acquisition. Instrumental in securing over \$100 million in funding for Nicaragua and Central America to combat HIV, TB, and Malaria. Proven expertise in cultivating and managing major donor, corporate, foundation, and government relationships, resulting in an additional \$45 million in funding. Adept at forging enduring connections with major donors and stakeholders. Committed to supporting vulnerable communities, translating hope into action, and transforming kindness into positive change. Deeply passionate about inspiring, empowering, uplifting, and connecting individuals to drive meaningful and lasting positive change worldwide.

Skills

- Major Donor Strategy
- Corporate Strategic Planning and Outreach
- Strategic Fundraising Planning
- International Relationship Building
- Program and Budget Management
- CRM Management
- Annual Giving and Planned Giving Strategy
- Leadership and Team-building
- Event Planning and Organization
- Corporate and Community Volunteer Engagement

Professional Experience

Natural History Museum of Los Angeles County, Los Angeles, CA

Director of Major and Planned Giving January 2025-Present

- Strategic fundraising leadership and execution
- Major gifts cultivation and stewardship
- Planned giving program development and management
- Team leadership and staff supervision (managing high-performing teams)
- Donor stewardship and relationship management
- Cross-departmental collaboration with executive leadership
- High-level solicitation of six- and seven-figure gifts
- Fundraising campaign planning and execution
- Communication strategy for donor engagement
- Cultural institution fundraising and mission alignment

Assistance League of Los Angeles, Los Angeles, CA

Senior Director of Development and Corporate Engagement September 2022-January 2025

- Develop, lead, and execute a multi-year comprehensive fundraising strategy to raise \$6 million each fiscal year through major donors, foundation grants, corporate donations, event fundraisers, and planned giving.
- Lead the relaunch of the Heritage Circle, a planned giving campaign that has generated over \$2 million before the official launch.
- Manage fundraising events like galas, luncheons, art auctions, and peer-to-peer fundraising, which have raised over \$1.1 million.
- Design and implement a fresh sponsorship framework for all external facing events.
- Steward and solicit major donors to secure six-figure gifts, including relaunching naming opportunities and capital campaigns.
- Design and implement a corporate outreach strategy that has engaged companies like Amazon, NBCUniversal, Disney, ROC NATION, Netflix, Penguin Random House, and Unilever, yielding more than \$1 million in in-kind donations yearly.
- Develop and execute a comprehensive social media fundraising strategy by leveraging the organization's media partnerships, which have increased engagement by 250% year over year.
- Develop and oversee a new digital and traditional annual giving strategy, including data management and major donor stewardship, which has led to over \$1.5 million in annual giving campaigns.
- Manage, mentor, and support a high-performing team of five professionals, providing leadership and guidance to implement a multi-year strategic plan.
- Collaborate with the executive team and board members to align fundraising efforts with organizational goals.
- Successfully cultivate and secure funding from major institutional funders and corporate partners.
- Oversee special fundraising events, corporate sponsorships, and PR outreach.

Black AIDS Institute (BAI), Los Angeles, CA

Senior Development Manager October 2021-April 2022

- Created, implemented, and coordinated a multi-year development plan and strategy, which included corporate, federal, state, county, city, and major funders.
- Managed the agency's overall development efforts to raise an annual budget of \$5 million by expanding and diversifying BAI's revenue streams.
- Established and secured major donor support for six-figure gifts in unrestricted funds.
- Oversaw, trained, and mentored development staff to meet development goals.
- Planned and executed the annual Heroes in the Struggle fundraising gala to create an impactful experience through mission integration and story-telling, raising over \$200,000 for the only virtual gala at the organization.
- Secured \$20 million in grant funding, including federal, state, county, local, and corporate foundations, such as HRSA, CDC, Gilead, and ViiV, between 2020-2022.
- Assessed existing programs' fundraising potential and collaboratively developed new initiatives with program staff to meet agency strategic objectives and vision.

- Identified, recruited, cultivated, and nurtured major donors, individual and corporate sponsors, foundations, and private funding to increase sponsorship growth by 25% yearly.
- Planned and executed special funding opportunities (end-of-year appeal, annual report, etc.)

Black AIDS Institute, Los Angeles, CA

Development Manager - January 2020-October 2021

- Developed a strategic plan to identify and engage new donors, including research and tracking targeted philanthropists and potential donors.
- Implemented and managed DonorPerfect.
- Ensured timely submission of grants and contracts to government agencies, corporate partners, and foundations.
- Managed all administrative and reporting requirements for all federal, state, county, and local grants, including monthly billing submissions.

Nicaraguan Health Ministry, Managua, Nicaragua

Senior Director of Development - January 2015 - August 2019

- Secured \$55 million in grant money for Tuberculosis (TB), Malaria, and HIV (Human Immunodeficiency Virus) projects in Nicaragua, El Salvador, and Guatemala in collaboration with senior key stakeholders.
- Collaborated with international partners to secure funding and implement programs, ensuring alignment with global health initiatives.
- Led a team of eight to research, steward, and secure funding from various sources.
- Leveraged senior leadership to secure funding from the Global Fund, UN AIDS, USAID, and the World Health Organization.
- Managed, trained, and guided development and public health staff.
- Drafted final report on the measurement and statistics of HIV, TB, and Malaria expenditure.
- Organized strategic discussions that guided the creation of the national response to HIV, TB, and Malaria.
- Researched HIV, TB, and Malaria education programs and housing issues for policy briefs.
- Oversaw the major donor communication strategy for the national response to HIV, TB, and Malaria.

Nicaraguan Health Ministry, Managua, Nicaragua

Associate Development Director - December 2013 - December 2014

- Managed the Global Fund concept note, which secured \$25 million for the regional response to HIV, TB, and Malaria in Central America.
- Directed program to increase awareness of HIV, TB, and Malaria among the rural population and sex workers.
- Managed and trained four support administrative and research staff.
- Evaluated new access to health care programs that better served indigenous communities.
- Monitored and evaluated education programs to prevent and treat HIV, TB, and malaria.

Nicaraguan Health Ministry, Managua, Nicaragua

Senior Development Manager - January 2013 - November 2013

- Secured \$20 million in national funding for the National Response to HIV, TB, and Malaria
- Created, updated, and maintained program databases, spreadsheets, and public records; developed and streamlined office and meeting procedures; coordinated and participated in all conference calls and meetings—prepared meeting summaries for the public record.
- Developed an action plan with a clear and realistic timeline to guide writing the grant applications in collaboration with the writing committee.
- Facilitated discussions between public health professionals and critically affected populations/vulnerable groups on developing the grant application.

Teaching experience:

Pierce Community College, Woodland Hills, California

Political Science Instructor- February 2024-Present

East Los Angeles College, Monterey Park, California

Political Science Instructor- February 2023-Present

Glendale Community College, Glendale, California

Political Science Instructor- January 2020 - Present

Keiser University Latin American Campus, San Marcos, Nicaragua

Professor of Political Science - January 2016 - August 2019

Universidad Americana, UAM College, Managua, Nicaragua

Assistant Professor - August 2015 - June 2018

Keiser University Language Institute, Managua, Nicaragua

English Instructor May 2013 - October 2014

Education

California State University of Los Angeles - Los Angeles, CA

Master of Arts: Political Science

California State University of Los Angeles - Los Angeles, CA

Bachelor of Arts: Political Science

California State University - Los Angeles - Los Angeles, CA
Bachelor of Arts: Philosophy

Accomplishments

- Black AIDS Institute Employee of the Year 2021
- The Most Valuable Service 2017 Keiser University Latin American Campus
- Teacher of the Year Award 2016 Keiser University Latin American Campus
- Political Science Honors Society

Application Form

Profile

TessaStokes

First NameMiddle InitialLast Name

Email Address

N Cordova stApt 1

Home AddressSuite or Apt

BurbankCA91505

CityStatePostal Code

Primary PhoneAlternate Phone

SelfActorActor

EmployerJob TitleOccupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

4

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a lifelong supporter and performer of the arts I think it's important for all communities to have access to programs and I would love to be more involved.

Education

Beverly Hills High School Class of 2009. University of St. Andrews, Scotland Class of 2014 - M.A. International Relations.

Additional Pertinent Courses or Training

Professional Actor

Other Pertinent Skills, Experience or Interests

Community Organizing, Producing Films, Art Patron.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None

List Community activities in which you are involved:

Conundrum Theatre Company, Burbank

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As a professional actor and with my international relations education a board position like this is right up my alley.

What are your goals in serving on this Board/Commission/Committee?

Expand access to the arts in our community. Gaining experience to organize art access for the public.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

TESSA STOKES



EDUCATION

University of St.
Andrews, Scotland, UK -
M.A. Honors
International Relations;
2014

Beverly Hills High
School, AP Scholar,
National Honors
Society; 2009

SKILLS

Zoom, Teams, Google
Workspace, SEO,
Microsoft Suite, iWork,
Canva, CapCut,
FinalCut, GarageBand,
Squarespace, Slack.

PROFILE

I am an actress based in Los Angeles. I received my M.A. in International Relations from the University of St. Andrews in Scotland. I have experience in event production, marketing, social media management, business development, human resources, hospitality, and non-profit work.

EXPERIENCE

Professional Actor; Los Angeles, CA — 2014-Present

www.tessa-stokes.com

Social Media & Business Development Manager; Remote - 2018-Present

Content creation, strategy, sales, marketing, editing, direction, producing, design, and copy-writing for small businesses and products. Expert knowledge of TikTok, Instagram, YouTube, Facebook, Squarespace, Canva, Capcut and other emerging social and creation platforms. Understanding up-and-coming technology and trends on corresponding platforms, audience engagement and behaviors. Have worked for 20+ brands and individuals and have fostered exponential growth in followers, audience engagement, and technological skill set depending on the social platform.

HR Coordinator, Skyworks Inc.; 2023-Present

Manage and host orientation for top tech company, assist and engage new team members with connection, collaboration and enrollment.

Event Facilitator/Host, Teambuilding; 2021-2023

Hosted and created team bonding events virtually and in person, managed events up to 100+ guests.

Marketing/Stage Managing Assistant; Truthworker Theatre Company, Brooklyn, NY — 2018

Marketed and managed the theatre company's upcoming shows via social media, print publications and photography.

Gallery Assistant, Rebecca Molayem Gallery, Los Angeles, CA — 2014-2015

Managed gallery purchases, organized gallery events, ran social media and email campaigns.

Application Form**Profile**

Rennie

First Name

-

Middle
Initial

Gabriel

Last Name

Email Address

Sophia Ave

Home Address

Suite or Apt

Encino

City

CA

State

91436

Postal Code

Primary Phone

Alternate Phone

The Financial Coach, Inc

Employer

President

Job Title

Financial Educator

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

non-resident

Burbank Registered Voter?☐ Yes ☒ No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

The city of Burbank is a wonderful city. All of the city employees I have met treated me with respect and were helpful, NOT like in Los Angeles. I want to support what the city of Burbank does.

Education

BA from CA State University Northridge, Teaching Credential; elementary through High School in Physical Education and Art

Additional Pertinent Courses or Training

Chartered Life Underwriter (CLU), and (CFP) Certified Financial Planner

Other Pertinent Skills, Experience or Interests

Owned several art galleries; a pension administration firm; a book publishing company; provided business coaching to financial planning firms and CPA firms; and managed rental properties. I DO NOT HAVE A RESUME TO ATTACH. I attached something else.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

none

List Community activities in which you are involved:

Burbank Fair Housing

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☒ Yes ☐ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

I own rental properties in Burbank

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I graduated college with an art minor, taught art from elementary school to high school and owned several art galleries

What are your goals in serving on this Board/Commission/Committee?

Supporting the goals of the cultural arts commission

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

My wife and I have always been conscious of our carbon footprint and are committed to recycling and sustainable efforts

What are your goals in serving on this Board/Commission/Committee?

Supporting the goals of the Sustainable Burbank Commission

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

One sheet

Rennie Gabriel, CLU, CFP®, BFD
The Financial Coach, Inc. – We Raise Philanthropists



Are your listeners entrepreneurs? Do they stress over money issues? 90% of the population has been taught nothing about handling money effectively, including CPAs and Financial Planners.

Rennie is a TEDx speaker and the author of the award winning, best-selling *Wealth On Any Income*. After two divorces and a business failure he was flat broke at age 50 and started all over from scratch. After learning what was NOT taught from all his financial education he became a multi-millionaire in just a few years. He has helped thousands of people avoid the financial downward spiral. Vulnerable, blunt, controversial and funny, Rennie is the ideal guest for your program.

100% of book, program and coaching profits are donated to
www.ShelterToSoldier.org

Rennie's most popular topics:

- ✓ The Three Secrets the Wealthy Know that You Don't– The wealthy think differently than most people. Example; when they hear familiar information they ask questions instead of making statements. They look at the same forms you use, but differently. You are not limited to stocks bonds and mutual funds to create your wealth. Value add: Learn the three secrets.
- ✓ How the Right Debt Makes You Rich – Learn how you can get out of debt easily, now and forever, and why **NOT** to focus on paying off debt before you create wealth. Value add: Learn how to have others gladly pay off your debt.
- ✓ Five Things that Keep You Broke – You may be stuck because you buy into the same myths that most people believe: Pay debt first; it takes money to make money; you need a good credit score; it's okay to waste small amounts of money; it takes a high income to create wealth, all of which are false. Value add: Learn what to do instead.

Testimonials-

"I love *Wealth On Any Income*. Everyone, including you, can become wealthy." - Mark Victor Hansen, co-creator, #1 *New York Times* best-selling *Chicken Soup for the Soul®* series

"You can achieve all your dreams of financial freedom by putting these ideas to work." – Brian Tracy, America's #1 Training Authority.

I just wrapped up a fantastic interview with Rennie; fabulous guest; prepared, shared excellent content, open & transparent. Interviewing him was truly a pleasure and will bring him back again.- Daryl Urbanski, CEO www.BestBusinessCoach.ca

Rennie, thank you for contributing your wisdom and authenticity to the Frickin Awesome Entrepreneur movement and podcast. I am thrilled with the final podcast session. Your book, concepts and approach are ideal for entrepreneurs. - Alissa Daire Nelson
www.daire2succeed.com

Contact:

Email:

[Redacted contact information]

Application Form

Profile

Leah

First Name

Harrison

Middle Initial

Last Name

Email Address

N. Clybourn Avenue

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

Self

Employer

Senior Art Director

Job Title

Art Director / Project Manager

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

12 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

It is with great pleasure that I apply for a position for a position on the Burbank Cultural Arts Commission. I have had the privilege of serving on the commission for eight years, three as chair and three as vice chair. In this time I have seen the role of the commission and the collaborative efforts of the community grow and flourish. There have been many challenges to our cities creative communities and being able to connect with people to find solutions has been a true honor. I would be delighted to be able to continue this work representing the City Council’s building of the community’s wellbeing, health, and economic growth with through the cultural arts.

Education

School of the Art Institute of Chicago, MFA University of Minnesota, BA

Additional Pertinent Courses or Training

UCLA Extension, writing Santa Monica College, Fine Arts

Other Pertinent Skills, Experience or Interests

Background in Theater, Film, and Fine Arts.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Currently Chair of Burbank Cultural Arts Commission, Los Angeles County Culture and Arts Municipal Fundraisers

List Community activities in which you are involved:

Cultural Arts Commissions, Grant Panelist

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

B.A. in Photojournalism, work with non-profits, producing skills, community outreach and organization. MFA in Fine Arts - School of the Art Institute of Chicago

What are your goals in serving on this Board/Commission/Committee?

It is my hope to continue the work that the Cultural Arts Commission has done advocating for the arts, supporting artists, and bringing the cultural arts to the community at large.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

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☒ I Agree

Leah Harrison

Project Manager/ Art Director

Los Angeles, CA

Innovative and results-driven Project Manager and Art Director with 10+ years of experience delivering complex creative projects in themed entertainment, location-based experiences, and international development. Expertise in cross-functional team leadership, stakeholder communication, vendor management, and the integration of artistic vision with strategic execution. Proven success in leading multi-million-dollar projects, managing cross-border production, and preserving creative integrity. Recognized for cultivating strong relationships and driving outcomes in high-pressure environments.

- Stakeholder Communication
- Budget & Cost Control
- Creative Project Development
- Creative Direction & Design Oversight
- Analytic Thinking
- Strategic Planning
- Contract Negotiation
- Cross- Functional Team Leadership
- Union & Contract Negotiations
- Team Leadership/Training
- Resource & Risk Management
- Project Facilitation
- Vendor Management
- Project Lifecycle Management
- Onsite Creative Management

Technical Proficiency -Adobe Photoshop, Microsoft Office (Word, Excel, PowerPoint, Outlook) Slack, Teams, Wrike

Professional Experience

Paramount Global | Location Based Experiences

Project Manager | Los Angeles, CA | 2021 – 2023/2024-2025

- Led and executed diverse projects within the Location Based Entertainment Division of CBS/Viacom, overseeing initiatives for renowned brands such as Nickelodeon, Paramount, MTV, and Paramount + Intellectual Properties.
- Coordinated design milestones with global partners to ensure consistent execution and brand alignment.
- Facilitated communication with senior stakeholders across multiple departments to maintain project transparency and momentum.

GDE Creative, Doha Oasis Mixed- Use Development

Senior Art Director | Doha Oasis | 2017 – 2021

- Provided on-site art direction, ensuring timely and quality-driven deliverables across multiple vendors and cultural contexts.
- Managed internal and external designers, maintaining creative consistency across international manufacturing teams (Spain, China, Malaysia, US, Qatar) Provided on-site art direction, fostering collaboration with international vendors to achieve timely and high-quality results, contributing to the success of the mixed-use development project.
- Directed creative design efforts for a \$1B+ mixed-use international development in Qatar, overseeing themed entertainment installations.

Wyatt Design Group, Los Angeles, CA

Project Manager | Los Angeles, CA | 2013-2017

- Delivered multi-disciplinary design packages for international theme park developments including Warner Bros. Abu Dhabi and other Intellectual Properties and ensured all deliverables met budget, schedule, and quality standards.

Leah Harrison

- Successfully managed the creation of multi-million-dollar theme park developments, overseeing aspects such as facility and infrastructure coordination, attraction development, and media production of IP products for renowned brands like Warner Bros., Classic Animation, and DC Comics.
- Demonstrated expertise in project management, ensuring the successful execution of complex and high-value projects within the specified timelines and budget constraints.

RHETROACTIVE, Los Angeles, CA

Project Director | Los Angeles | 2012-2013

- Creative Consultant Group to Universal Studios Hollywood, NBC/Universal/FOX that acted as a creative consultant and project lead for Universal Studios Hollywood and other major clients.
- Managed entertainment project pipelines, including attraction development and themed experiences for NBC/Universal/FOX
- Drove stakeholder alignment, budgeting, and vendor coordination under tight delivery schedules.

GGE, Los Angeles, CA

Lead Producer | Los Angeles, CA | 2007 – 2011

- Managed large-scale creative initiatives across Six Flags properties, overseeing parade creation and operations.
- Directed vendor negotiations for building of assets, union contracts for talent and performers, and the global shipping and on site building of assets for theme park events.
- Oversaw all areas of parade creation and operation for five Six Flags parks nationally and internationally.
- Built staff training programs, production timelines, and risk mitigation strategies for on-site installations.

Education

Master of Fine Arts (MFA) - *School of the Art Institute of Chicago*

Bachelor of Arts (BA), Photography and Dance - *University of Minnesota*

Volunteer Experience

Burbank Cultural Arts Commission - *Chair (2024-2025, 2019 –2021) |Vice Chair (2017 – 2019) | Commissioner (2017-2025)*

- Spearheaded initiatives to promote and elevate the cultural and artistic landscape of Burbank, California through active participation in the Burbank Cultural Arts Commission.
- Led public arts initiatives, advised city council, and launched arts grant programs for community development.

Los Angeles County Arts and Culture Municipal Funders - *Member 2020 – 2025*

- Advocated for arts funding policies at local and state levels; collaborated with grant makers and lawmakers to expand access to cultural resources.

Application Form

Profile

Gina

First Name

Black

Last Name

Middle
Initial[REDACTED]
Email Address

[REDACTED] E Olive Ave

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

[REDACTED]
Primary Phone[REDACTED]
Alternate Phone

Forest Lawn

Employer

Events Manager, Marketing

Job Title

Event Planner

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

20

Burbank Registered Voter?☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have a background in the entertainment industry as a performer, Producer. I manage all of forest lawn community event at all our six parks in Southern California. I want to be of service and support the community. I want to be able to give my experience and help the arts programs. I think being of service is ne of the best ways to get involved with your community.

Education

New York - American Musical and Dramactic Adcademy. Graudate in 1993 - Associate degree.

Additional Pertinent Courses or Training

Member of MPI: Meeting Professionals International

Other Pertinent Skills, Experience or Interests

20+ years in the events industry.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

List of Communit events i work on: Glendale Chamber, Glendale Latino Assoc, Harmony Project, Casa Loma College ect.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Broadway Preformer in New York City touring Professional. In my current job i work with hundred of community programs in music, educational, film, and dance.

What are your goals in serving on this Board/Commission/Committee?

Making a difference in the community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

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☒ I Agree

GINA BLACK

LOS ANGELES, CA |    

A creative **Senior Events Manager** showcasing 20+ years creating, planning, and executing 50+ small, mid, and large-scale, best-in-class events annually with 200-171K attendees for start-ups and industry leaders. Proven track record spearheading comprehensive company rebranding's and developing events programs while owning end-to-end event management in support of KPIs, projections, targets, and success metrics. Motivational, hands-on leader experienced building and guiding high-performing teams of 30+ with \$600K budgets, 5-10 vendors, and \$340M in annual revenues. Out-of-the-box thinker committed to developing event strategies to surpass engagement, pipeline, and revenue goals.

SKILLS & EXPERTISE

Event Marketing Strategy/Execution | Budget Management | Lead/Pipeline Generation | Customer Engagement/Retention | Brand Awareness | End-to-End Event Management | Experience Creation | Vendor Relations | Contract Negotiations | Corporate Events/Tradeshows | Sales Sponsorship | Pre-Event/Onsite Logistics

PROFESSIONAL EXPERIENCE

Forest Lawn | Glendale, Ca
Events Manager Marketing

2023 - Present

PennyMac Loan Services | Westlake Village, CA (Remote)

2022 - 2023

MARKETING EVENTS MANAGER

- Served as the sole event planner on the marketing team, driving comprehensive event marketing planning and execution for 50+ tradeshows and regional/partner events with **continuous attendance growth**.
- Directed and guided cross-functional teams, including vendors and speakers, to **create large-scale, memorable events for one of the largest mortgage lenders in the United States**.
- Managed event budgets of up to \$500K while coordinating and conducting tradeshows, conferences, consumer engagement, and partner events, focusing on securing CEO and VP conference speakers.
- Continuously expanded branding and networking opportunities while designing key lead-generation processes to **increase company leads 25%**.
- Grew brand visibility 20% while **driving revenue from the 6th largest wholesale lender to the #4 wholesale lender in 2022**.
- **Restructured the tradeshow planning process and boosted profitability 15%** during the company's rebrand from Broker Direct to PennyMac TPO.
- Developed a new booth for one of the largest shows, NAMM, with **6K+ attendees**.
- Organized the Greatness Talks speaking session at a key conference, handling all logistics, training all staff members, spearheading lead generation, and assigning leads to the enterprise sales team after the events.

GinaB Events, Inc. | Burbank, CA

2019 - 2021

PRINCIPAL/EVENT CONSULTANT

- Produced hundreds of large-scale corporate and private events for high-profile clients, including companies and employers such as Uberall, Inkling, James Perse, and the Shorts Entertainment Network, with a **98% client satisfaction rating**.
- **Generated 20% cost savings** while managing vendor and sub-contractor negotiations, venues, travel, tradeshow logistics, booth design, onsite management, entertainment, and staffing.
- **Grew brand visibility for start-up clients 35%** by providing cost-driven solutions, such as offering prestigious venues through improved vendor negotiation, resulting in the attraction of a larger client base.
- Provided outstanding client service by meeting with clients and delivering guidance in various areas, such as marketing campaigns and tradeshow booths, boosting repeat and new referral business 30% in 3 months.
- Organized and supported small business events for small tech companies within the healthcare, digital marketing solutions, and entertainment industries.
- **Managed a \$1M budget** while producing the annual Shorts Awards for the Academy Awards.

TigerConnect | Santa Monica, CA

2019 - 2021

EVENT MANAGER

- Planned and executed event marketing for tradeshows, user conferences, executive retreats, and virtual events for the healthcare industry's largest provider of clinical communication software.
- **Organized and conducted 21+ onsite tradeshows, receptions, and executive retreats**, assuring all events ran smoothly and efficiently.

ICE Mortgage/Ellie Mae/Velocify/Leads360 | Pleasanton & El Segundo, CA

2012 - 2018

CORPORATE EVENTS MANAGER: 2017 - 2018

- **Promoted to positions of increasing authority and responsibility** due to exemplary performance and strong management abilities.
- **Owned the creative development and flawless logistic execution of top-notch integrated event**

marketing plans at the leading cloud-based platform provider for mortgage financing.

- Executed conferences, tradeshow, field and partner events, regional user groups, and sales meetings, **attracting up to 3K attendees with event budgets of up to \$587K+.**

ICE Mortgage/Ellie Mae/Velocify/Leads360 Achievements – Continued:

- **Achieved the target for 25% growth in marketing qualified leads (MQLs) and grew tradeshow visitors 5% over the previous year while remaining within budget for all events.**
- Conceptualized and directed a private consumer engagement sales event **achieving 100% turnout and securing demos with 5 high-value prospects.**
- Recognized by senior leadership for driving exceptional growth in ROI and MQLs and displaying a proactive, upbeat, and tenacious management style with a focus on accessibility to support other event leaders.
- **Unified event teams and fostered a positive, adventurous, collaborative culture** by creating lead-generation goals and associated performance incentives.

SR. EVENTS MARKETING MANAGER: 2015 – 2017

- Acted as a liaison across creative, marketing, vendor, and field teams to **deliver events attracting up to 171K attendees while directing 5 city-targeted road shows.**
- **Exceeded lead generation targets 11% in 2017, an increase from 2% in 2016,** through creative methods for driving traffic.
- Played an integral role in the rebranding, supporting growth from a small start-up to an acquired company.
- Managed the company's presence at one of the world's largest cloud- and SaaS-focused professional conferences (Dreamforce), **attracting 171K attendees from 83 countries.**
- Maintained a \$600K event marketing budget while overseeing account-based marketing (ABM) event plays, **increasing the MQL to SQO conversion rate from 7% to 22%.**
- Organized and executed a Virtual Sales Summit, **securing 20+ influencers to speak to 3K+ registrants.**

MARKETING EVENTS MANAGER: 2012 – 2014

- **Drove comprehensive event marketing planning and execution for 30+ annual tradeshow, regional seminars, and partner events,** assuring optimal event success.
- Spearheaded a cross-functional team of in-house staff members, vendors, and speakers to **create memorable events with up to 3K attendees and \$500K budgets.**
- **Surpassed the lead generation goal at Dreamforce 100%** by creating a strategy to drive booth traffic.

Stamps.com | Los Angeles, CA

2009 – 2011

MARKETING EVENT COORDINATOR

- Drove full-service planning for hundreds of national tradeshow on behalf of a leading provider of web-based mailing and shipping services, **planning events for 1K to 180K attendees with budgets up to \$500K.**
- Supported participation in high-profile events, including the Consumer Electronics Show (CES) and the National Association of Music Merchants (NAMM) show, the world's largest trade-only event for the pro music/audio and event tech industry.

EDUCATION & TRAINING

American Musical & Dramatic Academy, New York, NY - Two-Year Certificate of Completion

Certifications or Additional Education: Certified Meeting Professional, Events Industry Council (In Progress); Covid-19 Compliance Officer, Health Education Services (2020); Covid-19 Contact Tracing, The Johns Hopkins University (2020); Communicating in Times of Change, LinkedIn (2020); Improving Your Listening Skills, LinkedIn (2020); The Six Morning Habits of High Performers (2020) MPI Meeting Professionals International Member.

TECHNICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook; Salesforce, Workfront, Asana, NetSuite, Concur, Zoom, Google Meet, Webex, Adobe Suite, Windows, Mac OS

HONORS & AWARDS

People Recognition, PennyMac (2022); Marketing Six Pack, Ellie Mae (2018); Velocify Star, Velocify (2015)

COMMUNITY ENGAGEMENT

Volunteer, Burbank Dog Shelter; Participant, Veterans Run (2023); Event Coordinator/Donor, Girl Scouts (2023); Event Coordinator/Donor, Women Shelters (2023); Participant, Walk to End Alzheimer's (2015 – 2023); Volunteer, Los Angeles Regional Food Bank (2015 – 2018)

INTERESTS

Pilates, Dance, Music, Food, and Traveling

Application Form

Profile

Margaret

First Name

L

Middle
Initial

Kawsek

Last Name

Email AddressEast Cypress Avenue

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Primary Phone

Alternate Phone

Self-employed

Employer

Storyboard Artist and Art
Director

Job Title

Storyboard Artist and Art
Director

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

4

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I'm interested in serving because I care deeply about my community and want to be part of something that helps bring people together. As an artist, I understand how powerful the arts can be in building connection and creating a sense of belonging. I also bring a mix of social and technical skills. I'm good at making connections and finding ways to reach people where they are. I'd love the chance to use those skills to support creative, meaningful work in Burbank.

Education

Savannah College of Art and Design BFA Animation Class of 2016 Ateneo de Manila University BFA graphic design; BFA Creative Writing Class of 2011

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Graphic Design, Illustration, Art Direction, Animation and motion media, Events planning and coordination, sponsor outreach and marketing

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Vice Media Internal Committees - Events & Culture Rotary Club Makati, Philippines - Assistant to the President & Events Coordinator Forbes Park Fun Run - Organizer

List Community activities in which you are involved:

Volunteer for fire victim relief at Pasadena City College Volunteer illustration and graphic design work for Art Center East, CT Volunteer for Planned Parenthood marketing campaign Storyboard artist for Women in Film spotlight campaign Campaign volunteer and design leader for Andrew Yang's presidential run in 2020 Disney outreach volunteer, designer and builder, Hong Kong Disneyland Picnic in the Park design volunteer, Sunny Bay Hong Kong

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Arts Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a background in illustration and graphic design, and I currently work as a storyboard artist in film and marketing. My career has given me a strong foundation in visual storytelling, creative problem-solving, and collaboration across disciplines. I believe my background and skills are directly relevant to supporting the goals of the Arts Committee. Beyond my professional work, I've contributed in volunteer capacities across three countries. I've offered my time, skills, and knowledge of both print and digital media to help design and run community events. These experiences have strengthened my ability to work with diverse groups of people, manage creative logistics, and think practically about how art and design plays a role in engaging the community. I'm comfortable navigating the intersection of creative work and community needs, and I'm excited about the opportunity to bring that perspective to a committee focused on building a stronger cultural presence in Burbank.

What are your goals in serving on this Board/Commission/Committee?

One of my main goals in joining the Arts Committee is to help strengthen the connection between Burbank's local talent and the creative industry that surrounds it. Burbank is unique; we're home to most big-name studios, some smaller design and media houses, and is home to a wealth of local talent. I'm especially passionate about supporting youth arts and helping young creatives find opportunities, mentorship, and inspiration right here in their own city. I also want to help get more people engaged in their community by making the arts feel welcoming and accessible-- for example, by highlighting local arts events and initiatives through Burbank's central social platforms.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

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☒ I Agree

MEGGY KAWSEK

BURBANK, CA |
WEBSITE: |

ART DIRECTION . DESIGN . STORYBOARDS VISUAL DEVELOPMENT

Versatile Creative with a background in design, storyboards, and visual development, specializing in film and themed entertainment with 7 years of agency experience. Renowned for speed and efficiency, brings a proactive approach and attention to detail to every project. Thrives in fast-paced environments. A quick learner and adept at evolving challenges. I excel in fostering efficient communication within diverse creative teams. My focus is always on project objectives and visual problem-solving at scale.

WORK EXPERIENCE

TEAMFIGHT TACTICS LAUNCH CINEMATICS

Principal Visual Development and Storyboard Artist

Riot Games, Freelance, 2022-2025

- Created high-quality storyboards and animatics that shaped project scope, asset requirements, and vendor budgets, contributing to efficient resource planning and cross-team alignment.
- Collaborated closely with writers, directors, and visual development teams to align storytelling and visual elements with key brand touchpoints, ensuring creative consistency across all stages of production.
- Supported cross-functional teams by contributing flexible design, illustration, and art direction expertise, adapting quickly to shifting creative requirements.

RAUW ALEJANDRO LATIN GRAMMY AWARDS | Storyboard Artist

STURDY, Freelance, October 2023

- Partnered with the project art director to visualize key story beats and seamless transitions between an intro film and a live-action stage performance.
- Developed detailed storyboards that served as production guides, informing lighting setups, composition, and camera movement.
- Conceptualized dynamic stage design elements for Rauw Alejandro's live-action performance, aligning visual aesthetics with narrative flow and performance energy.

ALL NIPPON AIRWAYS Social | Creative Director

Virtue Worldwide, Freelance, June 2021 - Dec 2023

- Developed social media calendars on a monthly basis.
- Led and managed junior team to create posts, videos and copy based on monthly themes and client objectives while keeping posts aligned with the All Nippon Airways brand.
- Responsible for onboarding new members of the team and presenting monthly client presentations.
- Responsible for file and asset management, including documenting our monthly progress, working files, and ensuring we had access to creative resources.
- Led team in developing continuous pro-active ideas that fit within scope and budget.
- Researched vendor/ influencer collaborators and acted as liaison between them and the client, ensuring they met key deadlines and project objectives.

BANFIELD PET HOSPITAL | Motion Design, Animation and Editor*CONSCIOUS MINDS, Freelance, May 2022*

- Was brought in to fix the previous animator's work and implement notes from creative team.
- Realigned the project with its initial timeline, notwithstanding the initially allocated extended timeframe.

NIKE PLAY RESEARCH LAB | Set & Concept Designer*CONSCIOUS MINDS, Freelance, November 2021*

- Worked with art directors and creative directors to come up with a set design for Nike Play Research Lab that was dynamic, interactive, and fit brand guidelines.
- Created color direction, material sheets, and prop designs as needed.

VIRTUE WORLDWIDE | Designer, Storyboard & Concept Artist, Art Director*2016-2021*

- Created storyboards, concept art, set designs, illustrations, graphic designs and motion graphics for various projects.
- Art directed various projects for pitch work and production. Some of my responsibilities included working with the creative director to craft highly polished presentation decks, research and compile mood boards, work with vendors and influencers to produce content that aligns with brand guidelines, create briefs for vendors, ensure quality control during production shoots and post-production, and manage documentation.

DISNEY IMAGINEERING TRAINEE*Hong Kong Disneyland, 2014*

- Developed models, concepts, and storyboards supervised by the Imagineering team for projects around Hong Kong Disneyland park.
- Created an animated proof of concept for a guest experience that supplemented Hong Kong Disneyland's "Paint the Night" parade.

SKILLS

- Project leadership, developing visual intent and adapting to overall projects. Managing junior designers, working with production on realistic timelines and outlining project deliverables.
- Adobe Photoshop, Illustrator, After Effects, Premiere, Storyboard Pro. Knowledge of Blender and Maya. Digital and Traditional Illustration.
- Languages: English, Tagalog

EDUCATION**Savannah College of Art and Design (2016)**, BFA Major in Animation, Summa Cum Laude**Ateneo De Manila University (2011)**, BFA Major in Information Design, BFA Major in Creative Writing**FUN FACTS**

Roller Skating enthusiast. Cheese nerd. Cat Mom. Airbnb host.
I've been called: Wizard. Swiss Army Knife. Assassin-for-hire.

VOLUNTEER EXPERIENCE

Disaster Relief Volunteer

Eaton & Pacific Palisades Fire Relief Efforts - Los Angeles, CA

2025

- Coordinated the organization and distribution of donated goods for victims of the Eaton and Pacific Palisades fires.

Volunteer Illustrator & Graphic Designer

Art Center East - Conneticut

2025

- Designed promotional artwork for a fundraising campaign aimed at improving accessibility in Art Center East's main building.

Volunteer Content Creator

Planned Parenthood - Support Young Women Campaign

2022

- Produced social media video content for Planned Parenthood's "Support Young Women" marketing campaign, aimed at increasing awareness and engagement among younger audiences.

Storyboard Artist & Volunteer Background Actor

Women in Film - Spotlight Campaign

2019

- Created storyboards to guide live-action film production for the Women in Film Spotlight Campaign, ensuring visual clarity and alignment with directorial vision.
- Volunteered as a background actor during production to support campaign execution and storytelling needs.

Campaign Volunteer & Designer

Andrew Yang Presidential Campaign

2020

- Designed campaign materials including posters, digital graphics, and promotional paraphernalia to support grassroots outreach and voter engagement.
- Developed and maintained a centralized design repository and brand manual to ensure consistency across all campaign visuals and messaging.
- Collaborated with campaign teams to deliver timely creative assets aligned with strategic goals and branding guidelines.

Outreach Volunteer, Designer and Builder

Hong Kong Disneyland

2014

- Designed and constructed a large-scale cardboard castle for Family Day events, enhancing guest engagement and creating an interactive experience for children and families.
- Collaborated with the outreach team to deliver creative installations that supported community and guest activities.

Design Volunteer

Picnic in the Park -- Sunny Bay, Hong Kong

2014

- Created program layouts, advertisements, and various graphic design elements for Sunny Bay's annual music festival, enhancing event branding and audience engagement.
- Collaborated with event organizers to ensure visual materials aligned with the festival's vibrant and community-focused atmosphere.guest activities.

Application Form

Profile

Katie Massa Kennedy
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] N. Screenland Drive
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

Home: [Redacted]
Primary Phone Alternate Phone

Stage3 Agency Copywriter Writer
Employer Job Title Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

15 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I believe strongly that elevating art and celebrating vibrant, diverse creativity enriches communities. I would like to play a role in bringing future opportunities for showcasing literary and visual arts to Burbank.

Education

BA English, University of Richmond, VA MFA Creative Writing, Spalding University

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I previously served on the Burbank Civic Pride Committee.

List Community activities in which you are involved:

- I lead the OurBurbank committee and help organize the Halloween and Holiday decorations judging contests - I play on a USTA team at the Burbank Tennis Center - I volunteer with the VMA at Burroughs High School - I recently applied to teach a writing course at the Burbank Adult School

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Please see my responses above, as well as my attached resume.

What are your goals in serving on this Board/Commission/Committee?

To enrich the lives of our residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Katie Massa Kennedy

N. Screenland Drive
Burbank, CA 91505

EDUCATION

Naslund-Mann Graduate School of Writing at Spalding University, Louisville, Kentucky

Master of Fine Arts in Writing, Poetry

Academic highlights: poetry concentration; lectures across other genres, including playwriting and creative nonfiction; reverse ekphrasis projects; workshop first critic; student readings.

University of Richmond, Richmond, Virginia

Bachelor of Arts in English

Academic highlights: poetry concentration; multiple lectures on craft and creative writing; University Leadership Court inductee; English Honor Society.

WRITING CREDITS – partial list

Publications

“The Longing to Be Held,” *Rust & Moth Literary Journal*; review of *What Small Sound* poetry collection by Francesca Bell, *Good River Review Literary Journal*; contributor: *Huffington Post*; *Biography*, *Manhasset Press*.

Copy & Brand

Brookstone; SiriusXM; Toyota; Donna Karan; Grand Seiko; JBL; Wellbe lifestyle; *#GrownUpProblems*, Farmers Insurance; *Seamlessly She with Monica Potter*, GMC; “In Our Lifetime” campaign, Lifetime Network.

Television

Kids’ Choice Awards, Nickelodeon; *Queen Latifah Show*, CBS; *Wipeout!*, ABC; *Trackers*, Oxygen Network; *Fashion Police!*, E!; *Coffee Culture*, S3 MediaWorks; *Parental Discretion*, Nickelodeon; *Style This!*, S3 MediaWorks.

CAREER HIGHLIGHTS

Academic

Thesis: *Commuters: A Poetry Collection*, mentor Maggie Smith; graduation lecture: The Villanelle as an Equation for Exploring Life’s Big Questions; small group leader: How Traditional Poetic Forms Heighten Meaning; critical essay: Crafting Intention Through Unconventional Punctuation.

Professional

Member, Writers Guild of America West; speechwriter, March for Science; co-host, weekly peer poetry meetings; participant, Spalding alumni readings.

Honors & Awards

Telly Award, MUSE Creative Award, w3 Award.

Application Form

Profile

Mercedes Y Cooper
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] Grismer Avenue
Home Address Suite or Apt

Burbank CA 91504
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

ARRAY EVP, Public Programming Arts, Media, Film Curator
Employer Job Title Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

4

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in continuing my appointment on this commission because I believe meaningful community change happens through collaborative civic engagement. I want to deepen my connection to Burbank by actively contributing to decisions that shape our cultural arts identity. My goal is to help grow our cultural arts landscape by supporting local artists and helping to expand community access to arts programming,

Education

MFA, Film Production, Columbia College Chicago BA, Economics, University of Maryland College Park

Additional Pertinent Courses or Training

Currently completing the AIGA Nonprofit Fundraising Certificate

Other Pertinent Skills, Experience or Interests

I have a longstanding interest in performance art, fine art, and dance. My international travels to Brazil, Greece, South Africa, Tanzania, Spain, Italy and other European countries have greatly shaped my relationship with arts and cultural initiatives that occur on a local as well as a global scale.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I previously held a board position with the Echo Park Neighborhood Council for approximately 9 months before relocating to Burbank in 2021.

List Community activities in which you are involved:

My daily work involves developing free community arts, media and civic engagement programs.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have over a decade of experience cultivating audiences, working with artists and arts organizations, and developing brand engagement opportunities that welcome involvement. My current job involves creating community through the development of public programs. I also managed a multi-million-dollar donor funded initiative that commissioned storytelling projects from visionary artists in photography, poetry, music, culinary art, dance, mixed media, design, film, and audio art. I have been serving on BCAC since January 2025 and feel I've begun to contribute meaningful ideas that support the goals of this commission. One example is a proposed idea to amplify sponsorship of the utility box beautification program through direct outreach to local businesses. I hope to have the opportunity to build on addressing the commission's goals with thoughtfulness and intention.

What are your goals in serving on this Board/Commission/Committee?

By participating in this commission, my intention is to learn more about arts governance and policy on a city level. I also hope to contribute my knowledge base as an arts practitioner with a strong logistical and planning compass as BCAC develops and amplifies cultural arts programs in Burbank that reflect the community as a whole.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

MERCEDES YOLANDA COOPER /

WHO I AM...

LA-based curator creating community through public programs with over a decade of experience cultivating audiences and developing brand engagement opportunities that incite action and involvement.

Work @ ARRAY...

01/2021 - Current

01/2019 - 12/2020

08/2011 - 12/2018

Executive Vice President, Public Programming

Director of Programming

Marketing Director << Coordinator << Assistant

CURATION:

+ Develop and manage community oriented programs such as the cinema and conversation series ARRAY 360, movie pop-up experience ARRAY Drive-In, ARRAY's Filmmaker Tweet-A-Thon, cinema and civics initiative ARRAY Watch + Vote, and Liberated Territory: An ARRAY Masterclass + Conceptualize and oversee brand partnership programs with The Broad (5-year cinema and conversation series), The Estate of Jean-Michel Basquiat (sip, paint and watch film series), LA Philharmonic (takeover of three stages for music, film and wellness events), Juilliard (one-night concert) and Reebok (pre-Oscars celebration of women directors). + Contribute to the DNA and brand aesthetic of a creative campus that has become a one of a kind, third space for the LA community.

CULTIVATION:

+ Managed a multi-million-dollar donor funded initiative that commissioned activist storytelling projects. + Established relationships with visionary artists in photography, poetry, music, culinary art, dance, mixed media, design, film, and audio art to elevate activist storytelling about police brutality. + Produced a limited edition 195-page coffee table style book dedicated to showcasing narrative change storytelling across various art mediums.

COMMUNICATIONS:

+ Developed and maintained the visual brand identity for over 10 years for a grassroots social impact collective founded by an award-winning filmmaker including overseeing multiple iterations of website development. + Generate digital and print collateral such as email marketing, social media graphics, postcards, posters and zines. + Secured advertising placements which have included Made in NY subway and bus shelter positioning and a year-long billboard lease at the intersection of Sunset and La Brea with rotating content. + Collaborate on press pitches to media to amplify public programs and film releases as well as manage incoming press requests and bookings for the organization's founder. + Provide direction to external graphic designers, video editors, event photographers, social media creators and publicity teams.

COMMUNITY:

+ Essential member of the executive leadership team where I contribute to telling and championing our company's story in diverse forms daily. + Engage in the core work of non-profit strategic planning at both macro and micro levels. + Established initiatives with volunteers and members nation-wide over a 6-year period to ensure their continued engagement. + Devised strategies for annual membership drives including quarterly activations and member perk fulfillment. + Contributed to the growth of a loyal community of artists, advocates and audiences for the past decade. + Participated as part of the external film community as an invited speaker and presenter for Brazilian Film Agency ANCINE's Festival Internacional de Mulheres, Film Independent's Film Forum and Global Media Makers programs, Slamdance, New Orleans Film Society, and Firelight Media.

ET CETERA...

01/2025 - Current **Burbank Cultural Arts Commission**, City Council, Burbank CA

- + Advocate to enrich the lives of Burbank residents by celebrating its diverse arts and media community, and to promote Burbank as a vibrant and enticing regional arts center. Currently serving on Parks & Recreation Centennial Events, Website Revamp and Utility Box Beautification Program Reception ad hoc committees.
- + Appointed volunteer position.

10/2016 - 05/2017 **Franchise Liaison**, Disney Studios / "A Wrinkle in Time", Burbank CA

- + Advocate for the vision of the director, producers, and franchise department for merchandise consideration. + Charged to collect, document, and photograph costumes, props, sets, and other reference material for merchandise development. + Compiled legal clearances for delivery to studio franchise team. + Managed immersive set visits and presentations allowing studio franchise leads to meet key creative department heads. + Simultaneously maintained marketing director position at ARRAY.

09/2010 – 06/2011 **Project Involve Fellow – Industry Track**, Film Independent, Los Angeles CA

- + Created an intern position for myself on Film Independent's marketing team to optimize a continual learning opportunity as the first marketing focused fellow in Project Involve history. + Assisted digital producer with content updates to CMS sites, social media, and video sharing accounts to promote the Spirit Awards and the Los Angeles Film Festival. + Named the 2011 Barbara Boyle Scholar upon conclusion of the fellowship.

09/2008 - 06/2009 **Development Committee Chair**, Urban League Metropolitan Board, Chicago IL

- + Oversaw all creative and logistical aspects of the annual gala fundraiser for the organization's 25th anniversary. + Developed event concept and theme, negotiated the event venue with Lyric Opera House, oversaw marketing plan, and proposed a three-tiered fundraising strategy. + Collaborated with fellow board members and led the event sub-committee. + Appointed co-chair volunteer position.

08/2007 - 08/2009 **Communications Coordinator**, Portfolio Center at Columbia College, Chicago IL

- + Collaborated closely with the center's director to execute marketing campaigns that promoted 50-60 events yearly. + Directed graphic designers and oversaw design of print materials and digital assets. + Coordinated and/or facilitated 100+ presentations yearly for students, faculty and parents to market the center's resources. + Engaged as part of the larger campus community to build relationships and internal partnerships.

10/2005 - 08/2007 **Creative Industry Liaison**, Portfolio Center at Columbia College, Chicago IL

- + Assisted in the development of the new center's inaugural programs that were launched for students and alumni. + Executed internal and external communications. + Maintained the department's event calendar. + Coordinated event logistics such as attendee registration and event speaker itineraries. + Promoted from office assistant; a position held for two years while a graduate student.

03/2000 - 08/2002 **Project Coordinator**, Radio Television Digital News Association, Washington DC

- + Coordinated administrative + logistical aspects of 14 U.S. regional workshops; including venues negotiations and group booking agreements, pre-social media era direct marketing to TV news stations, staff travel and accommodations, program material preparation, budget management, and expense reporting.

08/19/99 - 03/2000 **Account Coordinator**, Conceptual Geniuses, Silver Spring, MD

- + Interfaced with clients of a boutique graphic design studio. + Learned Adobe suite of tools and graphic design language. + First workplace experience of being part of a creative team.

DEGREES...

M.F.A. Film Production, Columbia College Chicago | B.A. Economics, University of MD College Park

Application Form**Profile**

Katrina

First Name

Sommer

Last Name

Middle
Initial

Email Address

W Alameda Ave

Home Address

Suite or Apt

Burbank

City

CA

State

91502

Postal Code

Primary Phone

Alternate Phone

Lionsgate Films

Employer

Senior Coordinator/
Paralegal

Job Title

Corp. Governance

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Planning Commission: Submitted

Length of time as a Burbank Resident:

5 months

Burbank Registered Voter?☐ Yes ☒ No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am interested in serving on the board because I believe that local involvement is important to the growth of cities, and I believe, as a young professional, I can use my experience and perspective to serve the city. I am currently volunteering at UVA Democracy Center and a cybersecurity non-profit for children. Through these experiences, I am galvanized to reach out to my local community to assist in cultural arts or planning. After receiving my Master's in Boston, I hoped to move back to Southern California because I am grateful for the community I was part of during my time as a UCLA Bruin and as an intern for the City of LA. Now that I am settled, I want to support the commissions as much as possible. As a young professional, I hope to bring a new perspective and bridge youth participation in the city.

Education

UCLA - History and Global Studies, B.A. '23; Boston College - Cybersecurity Policy and Governance, Master of Science '24

Additional Pertinent Courses or Training

CompTIA Security +

Other Pertinent Skills, Experience or Interests

Cybersecurity, Corp. Governance, Climate Resilience, and toured the LA water system as an intern for the City of LA; Communications

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

n/a

List Community activities in which you are involved:

UVA Democracy Center, national Bits N' Bytes Cybersecurity Education, 501c3, national Pasadena Run Club, Eagle Rock Run Club, Silver Lake Run Club

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I grew up going to the Dorothy Chandler Pavilion to watch operas, musicals, and plays. Through these experiences, I not only grew a passion for cultural arts, but I also experienced the impact of cultural arts as I grew up. Art criticizes aspects of life previously unexamined, expands the world as one sees it, and connects myriad people. Now, working within the entertainment industry, I hope to revitalize the community's connection to the broader LA cultural arts scene.

What are your goals in serving on this Board/Commission/Committee?

I hope to expand the presence of cultural art and discover new ways of working with Burbank's studios to provide residents with all the opportunities within minutes of their homes. Through partnerships with or inspiration from other cultural centers, I hope to leverage cultural spaces and build community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Planning Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Through my experiences working for the City of LA, leadership in college clubs, my volunteering, and my master's in Cybersecurity, I hope to leverage my skills to plan for the future of Burbank. During my time at the City of LA, I researched zoning rules, city planning, climate resilience, and community organizing, which would support the mission of the commission. Additionally, my Master's exposed me to the evolving world of emerging technologies, which cities must be aware of in the modern age.

What are your goals in serving on this Board/Commission/Committee?

Over these experiences, I have had the opportunity to work with people of all demographics and ages, collaborating on goals to achieve outcomes. I hope to use these skills and experiences for the community I reside in now. Again, I hope to bring my perspective as a young resident, while working with the established leadership, to help build for the future.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Katrina A. Sommer

ACADEMIC:

Boston College

August 2023- August 2024

Masters of Science, Cybersecurity Policy and Governance

- Coursework: Network Security, Cybersecurity Frameworks, Incident Response, Privacy Law, & Risk Management
- Certifications: CompTIA Security +, OCEG GRC Professional and Auditor

University of California, Los Angeles

August 2020- June 2023

Bachelor of Arts, History (Honors) with Minor in Global Studies

- UCLA Varsity Swim Team (Team Captain 2022-2023)

WORK EXPERIENCE:

Lionsgate Films

March 2025- Present

Senior Coordinator, Business & Legal Affairs, Corporate Governance

Board Member of VETS ERG

- Facilitated the legal formation and tax registrations of production companies while maintaining the expansive corporate structure of approximately 300 active entities with U.S., U.K., Canada, and other international jurisdictions.
- Coordinated the Board of Directors and Committee meetings by assisting with the agenda, supporting documents, & logistics.
- Assisted with Starz and Lionsgate Spinoff by drafting internal documents, analyzing legal documents from outside counsel, the SEC, internal tax teams, and JPMorgan Chase credit facility.

Bits N' Bytes Cybersecurity Education

January 2025- Present

Senior Fellowship at Non-Profit Organization

- Developed *Guard Your Game*, a cybersecurity education initiative for student-athletes, partnering with university athletic departments to nativate NIL (Name, Image, and Likeness) and online safety.
- Revamped cybersecurity and disinformation curricula used by over 200 educators and community leaders.
- Designed cyber simulations and led college student cohorts through incident response exercises and cybersecurity activities.

UVA Karsh Institute of Democracy x Connective Tissue

February 2025- Present

Programs Volunteer

- Strategized, documented, and coordinated research on community gatherings, engaging over 500 Charlottesville residents to support the renewal of civic life.

LegalPeople: The Walt Disney Company

January 2024- March 2025

Privacy Analyst Contractor

- Implemented procedures for Data Subject Requests and resolved privacy issues in support of Privacy leadership.
- Benchmarked privacy policies across industries and led projects to improve compliance and efficiency.
- Tracked and audited State and Federal Privacy laws through data analytics into corporate privacy practices.

Boston College-- Information Technology Services

May 2024- August 2024

Cyber Security Analyst

- Managed secure software development policies and analyzed SIEM logs for network architecture insights.
- Aligned IT security and data management with PCI- DSS, NIST, GBLA, HIPAA, and ISO 27001 standards.

PEN America

January 2024- May 2024

U.S. Free Expression and Disinformation Fellow at Pro-Democracy NGO

- Conducted research on cyber operations and information security among China, Russia, and the U.S.
- Researched U.S. Circuit Court decisions for impact on educational gag orders and Amicus Briefs.
- Assisted in program management for for US program events in Phoenix and Miami on disinformation resiliency.

Stussy, Inc./ Sommer Law

Summer 2020- Winter 2021, June 2023- January 2024

Legal Assistant at Fashion Company

- Compiled trademark evidence for the DC Circuit US Court of Appeals case *In re Brunetti*.
- Conducted market analysis for business strategy and provided customer service during warehouse sales.

Calabasas City Council Campaign

August- November 2022

Assistant Campaign Manager

- Developed policy positions and community outreach strategies to engage voters amongst diverse backgrounds.

LA City Councilmember 5th District Office

June- August 2022

Policy Intern

- Researched LA City Ordinances on Wildlife Passages, house zoning codes, and climate resilience community organizing.
 - City of LA Certification of Appreciation awarded by Councilmember Paul Koretz.

- Communicated with local, state, business, and federal stakeholders to consolidate policies for wildlife protection, climate resilience, and sustainability for over 250,000 District residents.
 - Selected to attend the Municipal Water District of OC's Colorado River Aquadecut/Hoover Dam inspection.

Hall Swim Academy

June 2021-July 2022

- Instructed children and infants on water safety and swim techniques while efficiently managing over 40 clients' schedules.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES:

Female Athletes Stand Together (FAST)

August 2021- May 2023

Founder and President

- Led advocacy efforts for equitable treatment of female athletes by establishing policies at UCLA and with Nike which increased female student-athlete input in organizational planning and teams' decision-making
- Led yearly agendas planning while gathering the inputs from club members.
 - Mentored members interested in developing leadership skills and delegated club initiatives based on interests.
- Coordinated conversations with Olympic Athletes, Coaches, and industry experts for over 600 student-athletes.

UCLA Athletics Department

September 2020- June 2023

Big Ten Conference Realignment Student-Athlete Representative

- Publically spoke and represented student-athletes before Big Ten leadership, UC Regents, and UCLA administration.
- Advised on budget allocation for student-athlete wellbeing and academic resources.
 - Selected for a meeting with Chancellor Block and executive administrators to discuss the current student-athlete ecosystem.

UCLA Varsity Swim Team

September 2020- June 2023

NCAA Division I Women's Swimming Team, Team Captain

- Established documentation processes for tracking team traditions and events to increase participation amongst the team.
- Completed 150+ hours of volunteer work under the *UCLA Wooden Champions Program*.
- Committed 25 hours to practices, team building, competitions, and working towards personal and team goals while balancing a full class schedule through the COVID-19 pandemic.
 - Placed into PAC-12 Conference Finals in the 400 and 200 Individual Medley, 200 Backstroke.
- Organized Team Travel itinerary to Hawai'i while delegating event management and practice schedules.

PUBLICATIONS

"Stained Glass: The Legacy of Nkrumah's Regime in Postcolonial Ghana," *Ezra's Archives: Cornell Historical Society Journal*, Vol. 14, Spring 2024.

"Digital Age Authoritarianism: Case Study of the PRC's Cyber Policy," *PEN America Anthology*, Spring 2024.

"The Rise of Russian Peasant Witchcraft: Social Unrest in Imperial Russia," *Swarthmore Undergraduate History Journal*: Vol. 4, Article 7.

"These Disinformation Trends Worry Expert Yael Eisenstat in the Run-up to the U.S. Election," *PEN America*, 4 April 2024.

"Boston College Swimmer Speaks Out on Canceled Season, Lack of Transparency from Athletics." *SwimSwam.com*, 7 Feb. 2024.

RESEARCH EXPERIENCE

Master's Thesis: *Digital Age Authoritarianism: Case Study of the PRC's Cyber Policy*

Spring 2024

Analyzed the use of surveillance technology, disinformation, and censorship to assess global threats to free expression and democracy while explored implications for U.S. national security, legal frameworks, and the protection of digital civil liberties.

History Honors Thesis: *Stained Glass: The Legacy of Nkrumah's Regime in Postcolonial Ghana*

Winter 2023

Independently researched and wrote a 60-page primary source thesis on the postcolonial development of Ghana through the lens of legal & information systems, corruption, and the rise of authoritarianism.

UCLA History Research Assistant

Spring 2024

Assisted Professor Sarah Stein on *Swimming through History: Olympic Tale to Open the 2024 Summer Games*, *Jewish Review of Books*, Summer 2024.

Other Experience

- Volunteering: UCLA & UCI Blood Donations; Food Banks (LA and OC); Angel City Sports
- Extra Curricular Activities: Ironman 70.3, LA Marathon 2024, 2025, LA Fire Relief Ultra-Marathon 50k 2025
- Languages: Conversational French & German
- Travel: solo traveled internationally to 45+ countries and visited all 50 U.S. states, building adaptability, cultural fluency, and logistical planning skills

Application Form

Profile

Jacqueline _____ Molina _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ Leland Way _____
Home Address Suite or Apt

Burbank _____ CA _____ 91504
City State Postal Code

_____ _____
Primary Phone Alternate Phone

JAMM Visual _____ VFX Production Coordinator _____ Entertainment /
Employer Job Title Advertising
Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted
Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

28 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Hello! My name is Jacqueline Molina, and I'm excited to apply for the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. As someone who has lived in Burbank since childhood, I feel a deep sense of gratitude and connection to this city. It has shaped who I am—both personally and professionally—and I'm eager to give back to the community that nurtured my growth. My lifelong love of the arts naturally led me to a career in entertainment, and through that path, I've discovered a vibrant network of artists, writers, actors, and creatives, many of whom I first encountered through Burbank's local events and community groups. Over the years, I've had the privilege of contributing creatively to the city, whether by illustrating designs for the Burbank Central Library's drop boxes (2018) or helping create set pieces for the Haunted Adventure at the Starlight Bowl. These experiences not only brought me joy but also helped me connect with like-minded individuals who are equally passionate about the arts. I now want to take that passion a step further by helping make the arts more inclusive, accessible, and community-driven. I'm particularly interested in outreach that reflects the diversity of Burbank and fosters creativity among all age groups. Supporting arts education—especially for children—is a cause close to my heart, as I believe nurturing creative expression from a young age is essential to both individual growth and a thriving, dynamic city culture. Serving on a commission would be a meaningful way to bridge my professional experience with my personal commitment to Burbank's future.

Education

California State University - Northridge, Class of 2019 BFA in Animation, Minor in Creative Writing

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Illustrator, Animator, Adobe Suite, Microsoft Office, Creative Writing, Production

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

N/A

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

☐ Yes ☒ No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As a Production Coordinator with years of experience in animation, VFX, and cinematic storytelling, I bring a strong understanding of the creative production pipeline and a deep appreciation for the arts. I've worked on high-profile projects across Netflix, Blur Studios, and JAMM Visual, managing teams, timelines, and complex deliverables for CG features, anthology series, and video games. My technical expertise includes software like Shotgrid, Adobe Creative Suite, Autodesk Maya, and more—tools that empower creative collaboration and artistic expression. I hold a Bachelor of Arts in Animation with a minor in Creative Writing from California State University, Northridge, graduating Summa Cum Laude. I'm an active member of Latinx in Animation and Women in Animation, and I regularly volunteer at the World Animation & VFX Summit, helping to coordinate industry events that bring creatives together. My leadership experience, technical background, and strong organizational skills equip me to contribute meaningfully to the Burbank Cultural Arts Commission.

What are your goals in serving on this Board/Commission/Committee?

My goal in joining the Burbank Cultural Arts Commission is to uplift and expand access to the arts within our community, especially among underrepresented voices. As someone who lives and works in the Greater Los Angeles area and has built a career in creative production, I'm passionate about fostering inclusive spaces for artistic expression—whether through public art initiatives, youth programs, or community-driven storytelling. I want to help strengthen Burbank's identity as a creative hub by advocating for diverse and innovative cultural programming that reflects our city's unique character. By serving on this commission, I aim to bridge the gap between industry professionals and local artists, encourage collaboration across disciplines, and help make the arts more accessible, visible, and valued in our everyday lives.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

While my professional background is rooted in creative production for animation and VFX, my work has consistently emphasized collaboration, planning, and long-term thinking—key components in sustainability efforts. I've led and supported teams through complex projects with attention to detail, clear communication, and logistical foresight—skills that are equally important in addressing sustainability challenges in a city like Burbank. My educational foundation, including a BA in Animation and minor in Creative Writing from CSUN, has shaped a strong visual and narrative sensibility—useful in public awareness campaigns and community engagement efforts related to environmental issues. Additionally, I've served in volunteer and leadership roles, including as a long-time volunteer with the World Animation & VFX Summit and president of the Animation Student League at CSUN, where I learned the importance of organizing around shared values. I am eager to apply my project management experience, creative communication abilities, and community-mindedness to advance Burbank's environmental sustainability goals.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Sustainable Burbank Commission is to contribute to the city's environmental resilience by supporting thoughtful policies and community initiatives that promote sustainability, equity, and education. As a working professional in the entertainment industry and a resident of the Burbank, I am deeply aware of the environmental impact of urban living and the importance of developing long-term, community-centered solutions. I want to help the city of Burbank reach its sustainability targets by bringing a fresh perspective—especially from someone in a creative field who is experienced in clear messaging, community coordination, and cross-functional problem-solving. I am particularly interested in supporting climate-conscious public education, sustainable transportation initiatives, and local waste reduction efforts. Ultimately, I want to serve as a connector—between residents, creative professionals, and policy leaders—so that sustainability is not just an ideal, but a shared practice woven into the everyday life of Burbank.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

☒ I Agree

JACQUELINE MOLINA

ABOUT ME

Experienced Production Specialist with experience in CG Features, VFX Anthology Series, Cinematics for Video Games, and Commercial work for entertainment content for television, social media, and streaming distribution.

Greater Los Angeles Area

SKILLS

- Leadership
- Detail Oriented
- Creative Support
- Time Management
- Communication
- Project Management
- Attention to Detail

SOFTWARE

- Shotgrid (Flow)
- MS Office Suites
- Google Office Suites
- Adobe Creative Suite
- Adobe Photoshop
- Frame IO
- Autodesk Maya
- Aspera
- Miro
- Syncsketch

MEMBERSHIPS

Latinx in Animation
(2019 - Present)

Women in Animation
(2017 - Present)

CONT. EDUCATION

Gnomon

- Character Animation 1
(2023)
- Character Rigging
Fundamentals (2023)

EDUCATION

California State University,
Northridge

Bachelors of Arts

- Focus in Animation
- Minor in Creative Writing
- Summa Cum Laude

REFERENCES

Available Upon Request

WORK EXPERIENCE

JAMM VISUAL - Culver City, CA

Aug 2024 – Present

VFX Production Coordinator

Washington Black (2025), Tron: Ares (2025)

- Collaborate closely with the Producer on multiple commercial and long-form projects, utilizing strong communication and relationship management skills to provide client-facing services to both internal teams and external vendors in a fast-paced, deadline-driven environment.
- Monitor and implement effective quality control systems and processes, ensuring that all deliverables meet quality standards while exercising keen attention to detail and problem-solving skills to identify and address areas for improvement.

BLUR STUDIOS - Culver City, CA

Feb 2023 – Apr 2024

Production Coordinator

Call of Duty: Modern Warfare III (2023), Secret Level (2024), Love Death + Robots (2025)

- Worked across multiple CGI episodes for Netflix, Epic Games, and Amazon Prime, while simultaneously coordinating 11 Cinematics with a team-oriented approach for Activision AAA Video Game, ensuring smooth production workflows.
- Maintained organized and efficient communication by taking comprehensive notes for Previs, Look Dev, Scene Assembly, Environment, Animation, CFX, FX, Camfix, and Motion Graphics while managing and tracking tasks on Shotgrid/spreadsheets with meticulous attention to detail.
- Collaborated effectively with production teams, including but not limited to proactively identifying and flagging upstream needs, ensuring artists received necessary assets for timely completion, onboarding, and PA/Intern training.
- Facilitated clear communication with vendors and clients to ensure all assets met naming conventions/specifications, and were delivered punctually, showcasing strong interpersonal skills.

NETFLIX FEATURE ANIMATION - Burbank, CA

Jan 2021 – Feb 2023

Production Assistant / Previs Coordinator

Thelma the Unicorn (2024)

- Partnered with Head of Previs to assign and track artist tasks on both shot and sequence-wide on a CG feature.
- Managed 150 assets (characters, props, environments) throughout production from the vendor studio, and personally created 7 assets on Maya for musical comedy sequences, demonstrating technical proficiency and adaptability.

VOLUNTEER EXPERIENCE

THE WORLD ANIMATION & VFX SUMMIT

Nov 2019 – 2024

Volunteer

- Worked closely with event planners and volunteers during a 3-day yearly summit produced by Animation Magazine, fostering an efficient and welcoming environment for attendees.

ANIMATION STUDENT LEAGUE OF NORTHRIDGE

Aug 2017 – May 2019

President / Social Media Coordinator