

# TANYA SPICER

Producer - Commercials, TV, Print



@ tanya@agent99films.com agent99films.com imdb ☆ LinkedIn

## SUMMARY

With over two decades of experience in Commercial Producing and Bidding as Executive, Line and Supervising Producer, I bring a proven track record of realizing brand visibility and client satisfaction on schedule, within budget. Skills important to commercial producing include: Strong work ethic; ability to hit the ground running to work under pressure and tight deadlines; creative thinking and negotiating, as well as various technical production skills. My expertise in leading diverse teams and managing key departments supports my ability to secure top-tier cast, crew and equipment. This positions me to make a significant impact in all the filming aspects of prep, shoot and wrap on project basis. My biggest career achievement has been demonstrating my commitment to delivering assets with exceptional results.

## EXPERIENCE

### Executive Producer

[Freelance/Agent99 Films, Inc.](#) 📅 2006 - Present

Bidding and managing schedules and budgets, focusing on contracted strategic planning and asset delivery for motion and stills shoots.

- Develop, direct and execute strategic communication plans with clients using various online meeting and collaborating platforms (Zoom, Google, Slack, Apple, Office, Dropbox, etc...)
- Hire and manage a team of 15+ departments, fostering a collaborative environment that boosts team productivity from prep, shoot to wrap
- Create and manage bids on cross platforms for Apple and PC platforms

### Line Producer/Bidding/Stills Producer

[Freelance/Agent99 Films, Inc.](#) 📅 2000 - Present

Manage account management and strategic planning for Client collab presentations, casting, locations and shoot for motion and still shoots.

- Negotiate, approve and manage all Key Department hires and casting
- Schedule, track and approve all cast and crew payroll and job expenses
- Coordinate with various client teams to execute and realize the creative
- Manage/track agreements for talent, crew, locations, equipment, etc...
- Secure Shooting Schedule, finalize Bids and Production Contracts

### Production Management/Supervisor

[Freelance/Agent99 Films, Inc.](#) 📅 1997 - Present

Support management of clients, cast and crew for motion and still shoots, in all stages of production. Support all production project administration.

- Responsible for negotiating and hiring crew, equipment, and locations
- Implement and maintain statues for ratified Union and or State Labor Laws and practices for adults and minors, cast and crew
- Coordinate, schedule and secure travel, payroll and project insurance
- Create and manage various administrative and budgeting documents, client meeting briefs and presentations for the contracted creative
- Supervise Production Office, asset delivery of film and or digital FTP

### Production Assistant/Coordinator/Edit

[The Travel Channel](#) 📅 1993 - 1997 📍 Atlanta, GA

Support start-up network in Programming Development & Acquisitions Department and Production Department

- Assist with research, organize and track TCC Programming Library
- Assist Production and Programming Execs on various promo shoots and buying programming trips
- Editorial Chryon certificate

## STRENGTHS

- Prep - Bidding and Scheduling**  
Work closely with essential departments to Schedule and Budget the Production with Client
- Shoot - Collaboration**  
Worked closely with cross-functional teams to drive project success.
- Wrap - Project Delivery/Close**  
Wrap all project departments, submit payroll, vendor invoices, petty cash. Deliver assets to Client. Hire and Work with Accounting to track and close out project production on schedule

## SKILLS - MOTION AND STILLS

- Bidding   Budget and Schedule Mgmt
- Team Leadership   Key Depart Mgmt
- Client/Agency Communications
- Casting/Talent Mgmt   Acctg Mgmt
- Productivity Platforms   Stills Prod Mgmt

## OTHER EXPERIENCE

- EFX**  
Motion Control  
Multi cams (Film/Digital)  
Table Top  
Drone, Time Lapse, Stock Footage
- Other Shoots - Motion and Still**  
International  
Process Trailer/Russian Arm/Cranes  
Helicopter, Watercraft, Underwater  
Hidden Camera, Live Events, Pyro  
Episodic TV (Unscripted)
- Production Documents, Legal**  
Create and manage bids, call sheets, production reports, shoot schedules, storyboards, shot lists, scripts, carnets, misc clearance (music, art, location, etc..) misc insurance (e&o, special efx, etc...)

# TANYA SPICER

Producer - Commercials, TV, Print

✉ tanya@agent99films.com    🔗 agent99films.com    🔗 imdb    ☆ LinkedIn



## EXPERIENCE

### Editorial Assistant

[Women's Wear Daily/W/M Fashion Trade Magazines](#)

📅 1992 - 1993    📍 Los Angeles, CA

Fashion Publications

- Assistant to Sr. Editors and Stylists on still shoots

### Editorial Assistant

[Designer's West Interior Design Trade Magazine](#)

📅 1991 - 1992    📍 Los Angeles, CA

Interior Design

- Assist Sr. Editors and Photographers on still shoots

## EDUCATION

### Bachelor's Degree in Art History - summa cum laude

[American College of Art - USA, UK, France](#)

📅 1989 - 1991    📍 Los Angeles, CA

### Bachelor's Degree in Merch & Mktg - summa cum laude

[Art Inst of Seattle/Seattle University](#)    📅 1986 - 1989    📍 Seattle, WA

### Studied Art History

[Brooks College of Art](#)    📅 1985 - 1986    📍 Long Beach, CA

## PLATFORMS & SOFTWARE

[Apple](#)    [Office](#)    [Google](#)    [Hot Budget](#)

[True Budget](#)    [MMB](#)    [Showbiz Budget](#)

[Zoom](#)    [Google Meet](#)    [Slack](#)    [Adobe](#)

[Dropbox](#)    [Google Drive](#)    [One Drive](#)

[Cashét](#)    [Various online Payroll systems](#)

## INDUSTRY RECOGNITION/AWARDS

Wingstop: "Thigh Stop" Campaign 2021

<https://vimeo.com/1022553448>

Director: Cliqua

Prod Co: The Funnel Creative

Agency: Leo Burnett

Cannes Lion Grand Prix for Creative Commerce

AICP Next Awards' Best of Show

AICP Next Awards' Integrated Campaign