

PIPER MORETTI
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Hermosa Beach, CA

(310) 403.6580 cell
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Summary of Qualifications

- Extensive experience in entertainment and public relations settings.
- Exceptional management, writing, researching, editing, organizing, communication, budgetary, public relations and interpersonal skills.
- Expertise in MS Word, Final Draft, Excel, Access, PowerPoint, MS Money, Outlook, Photoshop, Illustrator and Dreamweaver. Mac proficient.

Entertainment Experience

- PARTNER, HALAK ENTERTAINMENT, LOS ANGELES, CA** **2008**
- Producer/Writer for children's animated environmental series
- FREELANCE PRODUCER/WRITER, BLUE MAGIC FILMS, LOS ANGELES, CA** **2004-2008**
- Producer, "Chevy Silverado Hybrid/Wash" – Spec Commercial
 - Producer, "Prius/Unlitter" – Spec Commercial
(Voted "Best Commercial You'll Never See" by ShootOnline.com)
 - Producer, "Jeep/Flipbook" – Spec Commercial
 - Writer, "1736 Family Crisis Center/2nd Annual Celebrity Poker Tournament", Brad Garrett, Spokesperson
 - Writer/Producer, "Heinz Sight" – Spec Commercial
(Placed in Top 15 in Heinz Top This TV Film Challenge)
 - Writer/Producer, "1736 Family Crisis Center/Signs of Domestic Violence" – PSA
 - Writer/Producer, "Saying Goodbye" – Short
 - Writer/Producer, "Sticks and Stones" – Short
 - Writer/Producer, "Bud Light/Guy Park" – Spec Commercial
 - Writer/Producer, "Bud Light/Magic" – Spec Commercial
 - Producer, "HP/Picture Book" – Spec Commercial
 - Producer, "Kodak/Dual Lens" – Spec Commercial
- PRODUCER/ORGANIZER, *THE VAGINA MONOLOGUES*, HERMOSA BEACH, CA** **2007-2008**
- Supervised casting
 - Oversaw theatrical logistics and set design, sponsorship.
- PRODUCTION COORDINATOR, MEGA MACE "SHAUN T'S FIT KIDS", LOS ANGELES, CA** **2007**
- PRODUCER'S ASSISTANT, KAGLE CREATIVE "TIME WARNER CABLE", LOS ANGELES, CA** **2007**
- PRODUCTION COORDINATOR, SONAR PRODUCTIONS "CARL'S JR.", LOS ANGELES, CA** **2007**
- SENIOR SEGMENT PRODUCER/WRITER, YOUR CANCER TODAY, LOS ANGELES, CA** **2006**
- Delivered segments pertaining to all aspects of cancer treatment and recovery.
 - Conducted field shoots, show run-downs, scheduling and editing.
 - Arranged in-studio guest interviews, scripting, satellite interviews and on-camera medical terminology segments.
 - Researched, coordinated and wrote 90% of segments for show.
 - Developed Medical Terminology segment.
 - Supervised editing and overall show development.
- PRODUCER'S ASSISTANT, TT&J PRODUCTIONS "STOUFFER'S MOM TALK", LOS ANGELES, CA** **2006**
- POST PRODUCTION COORDINATOR, 70 MM, INC., CULVER CITY, CA** **1997-1998**
- Organized daily operations and information pertaining to post production of IMAX films.
 - Delivered product under tight deadlines.

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Resume of Piper Moretti

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FILM/TV RELATIONS & RESEARCH ADMINISTRATOR,

BROADCAST MUSIC, INC., LOS ANGELES, CA

1995-1997

- Coordinated daily inquiries from production companies pertaining to performing rights and clearances.
- Arranged corporate events; promoted BMI at music events.
- Adjusted erroneous payments in quarterly royalty distribution periods for writers and publishers.
- Furnished trend analysis in film and television music performances.

TALENT PAYMENT COORDINATOR

INTERNATIONAL CREATIVE MANAGEMENT , BEVERLY HILLS, CA

1995

- Assured client payments, logging and entering hundreds of checks daily, bank deposits and bookings.
- Organized and maintained high-profile client information.
- Maintained agent relationships with the accounting department.

FREELANCE FILM TECHNICIAN, LOS ANGELES, CA

1993-1995

- Responsible for maintaining equipment and crew.
- Liaison between crew and production to ensure procedures were up to standards.

Other Experience

EXECUTIVE ASSISTANT

RAINMAKER GROUP, INC., LOS ANGELES, CA

2007-2008

- Provided assistance to former President of William Morris Agency.
- Developed international trade and business negotiations with major talent agencies, Internet companies, ad agencies and other Fortune 50 companies.

BUSINESS DEVELOPMENT

SAINT JOHN'S HEALTH CENTER, SANTA MONICA, CA

1999-2004

- Fostered physician and public relationships with the Health Center.
- Implemented PR and marketing strategies through various media.
- Introduced and installed imaging software programs for client usage.
- Supervised daily operation of Concierge Desk together with staffing, scheduling and physician services.
- Performed monthly trend analysis and troubleshooting to improve physician and patient relations.
- Led Service Recovery Program; introduced strategies to improve services to clientele.

ADMINISTRATIVE ASSOCIATE (1999-2001)

- Conducted patient registration and basic care in several branches within the Imaging Department.
- Handled heavy phone system.
- Reviewed and completed patient reports
- Performed as liaison between Health Center and doctors' offices.

ADMINISTRATIVE ASSISTANT

CLUB DISNEY, BURBANK, CA

1998-1999

- Performed trend analysis, assembled press kits.
- Coordinated auditions and prospective employee analysis.
- Assisted in developing nationwide PR/Marketing plan.

Education: University of Oklahoma, BFA in Media