

LEAH GONZALES

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LINE PRODUCER

Expert communicator and organizer delivering line production under budget 100% of the time. Promoted repeatedly, accruing 15+ years of production excellence. Establish detailed budgets and financial tracking, orchestrate crew and freelancer hiring, manage team performance, deliver against deadlines, and institute regular communications that smoothed all operations. Produce live television events, studio shows, and digital-native programming. Agile, organized, and efficient.

CORE COMPETENCIES

LINE PRODUCTION • PAYROLL & INVOICING • OPERATIONAL & SHOOT OVERSIGHT • LIVE TV EVENTS • SOCIAL MEDIA • PROJECT MANAGEMENT • VENDOR MANAGEMENT • COMMUNICATION • CREW LOGISTICS • EVENT PLANNING • BUDGET DEVELOPMENT & ADMINISTRATION • COST CONTROL • PROFESSIONAL NETWORKING • RED CARPET SHOWS • LARGE-SCALE EVENT & CREW MANAGEMENT • BRAND INTEGRATIONS • VIP EVENTS

PROFESSIONAL EXPERIENCE

DICK CLARK PRODUCTIONS • Beverly Hills, CA • 2007 – 2022

Line Producer: Production, Digital, Social Media / Marketing & Sponsorship (2014 – 2022)

Hand-selected for promotion by senior leadership to oversee line production for 4 departments. Orchestrated operations for crews of 50+, collaborating cross-functionally with producers and department heads. Aligned production with that of main shows, creating internal consistency and accountability. Defined deliverables, oversaw pre- and post-production operations, negotiated contracts with vendors and venues, and produced branded content. Scaled and executed major tentpole shows, live television events, social media integrations and new digital-native programming.

- Achieved under-budget completion for 100% of productions.
- Pioneered financial accountability via developing process to approve and report expenses, including expense approval and purchase order systems.
- Slashed expenses by reducing freelance hires, matching staffing to project requirements.
- Eliminated last-minute requests on TV production department by instituting regular interdepartmental communications around sponsorship integrations and resource allocation.
- Oversaw brand integrations for T-Mobile, Coca-Cola, Samsung, Planet Fitness, and Kia.

Director, Production (2013 – 2014)

Supported all operational efforts, including booking travel, processing purchase orders, governing social media activations, and communicating across internal and production departments. Created booking sheets for top staff/talent and hired crew. Tracked/reported talent performance costs and budgets. Served as production manager for digital/streaming shows.

- Established effective tracking system for estimated and actual talent performance costs.

Production Administrator & Executive Assistant (2007 – 2013)

Conducted financial and administrative support operations for executive overseeing production on all core shows and special events. Orchestrated crew hiring, accounting, invoices, booking sheets, and travel arrangements. Coordinated meetings, wrote deal memos, and organized information for press conferences. Liaised with internal and external partners.

- Resolved frequent urgent messages and freed executive in charge of production from minor concerns by earning responsibility of sorting emails and responding to regular inquiries.

EDUCATION & CERTIFICATIONS

Business Administration Studies • University of Phoenix

Film & TV Studies • Orange Coast College

Certified • Safe Sets COVID-19 (Level A & B) • JRM Private Security Safety Training

MEMBERSHIPS

Member • Producers Guild of America

AWARDS

Bronze Telly Award • The Golden Globes Red Carpet Live (2017)

TECHNICAL SKILLS

Movie Magic Budgeting • Microsoft Office • Mac OSX • Global Vista
Cast & Crew • QuickBooks Pro • Google Suite • Dropbox • Webex • Slack

LINE PRODUCER SHOW CREDITS

American Music Awards (Sponsorship Broadcast Integrations)	ABC	2014 – 2021
Dick Clark's New Year's Rockin' Eve (Sponsorship Broadcast Integrations)	ABC	2015 – 2021
Academy of Country Music Awards (Sponsorship Broadcast Integrations)	CBS	2014 – 2021
The Billboard Music Awards (Sponsorship Broadcast Integrations)	NBC	2015 – 2021
AMAs Red Carpet Live (Pre-Production)	Twitter	2019
IAB NewFronts West	Live Event	2019
BBMAs Red Carpet Live	Twitter	2019
HFPA Presents: Globes Red Carpet LIVE	Facebook	2019
8th Annual Streamy Awards	Twitter	2018
AMAs Red Carpet Live	YouTube	2018
BBMAs Red Carpet Live Presented by Pepsi	Twitter	2018
HFPA Presents: Globes Red Carpet LIVE	Facebook	2018
7th Annual Streamy Awards	Twitter	2017
AMAs Red Carpet Live	Twitter	2017
BBMAs Magenta Carpet Live	Twitter/Facebook	2017
ACM Red Carpet Live	Twitter	2017
HFPA Presents: Globes Red Carpet LIVE	Twitter	2017
Coca-Cola Red Carpet Live @ AMA 2016	Twitter	2016
2016 Hollywood Film Awards (VOD Content)	Twitter/Facebook	2016
6th Annual Streamy Awards	YouTube	2016
2017 Miss America Pageant (VOD Content)	Facebook	2016
T-Mobile Magenta Carpet @ BBMA 2016	Facebook Live	2016
The American Country Countdown Awards 2016	Twitter/Facebook	2016
The Passion (VOD)	Twitter/Facebook	2016
The Golden Globe Awards Red Carpet (VOD Content)	Twitter/Facebook	2016
Coca-Cola Red Carpet Live @ AMA 2015	Yahoo!	2015
2015 Hollywood Film Awards (VOD Content)	Twitter/Facebook	2015
5th Annual Streamy Awards	VH1	2015
2016 Miss America Pageant	Facebook	2015
Samsung Red Carpet Live @ BBMA 2015	Yahoo!	2015
The Golden Globe Awards Red Carpet (VOD Content)	Twitter/Facebook	2015
Golden Globes Arrivals Special	NBC	2015
The People Magazine Awards (VOD Content)	People.com	2014
The American Country Countdown Awards Red Carpet (VOD Content)	Various	2014
Coca-Cola Red Carpet Live @ AMA 2014	Yahoo!	2013
2014 Hollywood Film Awards Red Carpet (VOD Content)	People.com	2014
4th Annual Streamy Awards	Yahoo!	2014
Samsung Red Carpet @ BBMA	Yahoo!	2014

No red carpet shows from 2020 to Sept. 2022 due to COVID