



DANA FUSEK

TELEVISION PRODUCTION AND
PLANNING. LOGISTICS. RESEARCH.
ANALYTICS. DATA
VISUALIZATION. CONTENT
STRATEGY.

ABOUT ME

A Logistics and Research professional with a passion for television production and programming. As a Penn State graduate and Quinnipiac Master's candidate with 7 years of experience in the television industry, I am a proven leader with skills in managing daily television crews of 10+ people. Valuable collaborator with experience working across multiple departments regularly. Proactive in scheduling, logistics, analytics, and finding innovative ways to improve workflow.

CONTACT

www.dananalyze.com

(203) 313-9116

Dcf5084@gmail.com ✉

KEY SKILLS AND CHARACTERISTICS

- Microsoft Office Suites (Excel, Word, Powerpoint, Outlook)
- Google Docs and Google Sheets
- AP ENPS
- Production scheduling (ScheduALL and Smartsheets)
- Content Strategy
- Research Analytics (Survey Monkey)
- Data Visualization (Infogram, DataWrapper)
- UX/UI Design Analysis
- Leadership experience
- Long term and short-term production planning
- Ability to think quickly and remain calm under pressure

EXPERIENCE

RESOURCE COORDINATOR/ ESPN

FEBRUARY 2020-PRESENT

- Lead scheduler for two editing groups across Bristol, CT and Charlotte, NC
- Proficient in scheduling system ScheduALL and creating scheduling grids on Microsoft Excel
- Efficient in long-term and short-term event and studio production planning
- Understanding of Smartsheets programming schedules
- Experience with Metrix and efficiency planning

STAGE MANAGER/ ESPN

DECEMBER 2014- FEBRUARY 2020

- Key communicator between control room and studio personnel for live studio productions
- Proficient working on remote/field production and various special shoots including, *NFL Live: Midseason Awards*, *First Take ESPN Debut*, *SportsCenter with Scott Van Pelt Debut*, *SC6 Debut*, *NCAA Basketball Tournament Challenge Marathon*, *NCAA College Football Playoffs simulcast*, *2018 WNBA Draft*, *2018 NBA Draft*, *Super Bowl LIII event coverage*
- Responsible for assigning daily Stage Manager schedules and Stage Manager relief schedules
- Developed "Stage Manager Remote Guide" using Microsoft Word and One Drive to create a resource for Stage Managers who are new to remote production

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- Independently developed new bi-yearly “Associate Director/ Director Studio Tour” training initiative and workshop

RESEARCH ASSISTANT/ VALLEYCREST PRODUCTIONS

AUGUST 2014- OCTOBER 2014

- Lead administrative duties for Season 13 of *Who Wants to Be A Millionaire?*
- Analyzed research and wrote detailed data packets for various show questions
- Developed skills in Microsoft Office Suites
- Organized and coded research library

EDUCATION

MASTER OF SCIENCE IN INTERACTIVE MEDIA AND COMMUNICATIONS

QUINNIPIAC UNIVERSITY- HAMDEN, CT

AUGUST 2020

BACHELOR OF COMMUNICATIONS IN MEDIA STUDIES

PENN STATE UNIVERSITY- STATE COLLEGE, PA

MAY 2013

SOCIOLOGY MINOR