

Barbara M Ross
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OBJECTIVE

To use my strong project management skills and extensive background in film and video production and web video development as part of filmmaking project.

WORK EXPERIENCE

Total Training, Inc.

Senior Director, Production; *January 2002 to February 2015*

Other job titles held: Director, Senior Producer, Producer, Product Manager, Senior Editor, Editor
Responsible for scheduling and managing production studio of up to 50 employees, covering multiple departments over numerous simultaneous projects delivered on multiple platforms and with overlapping development timelines.

Duties include:

- Manage and Quality Control every aspect of multiple projects through all stages of production: pre-production, recording, editing, QA, final review, compression, and DVD-ROM and online delivery
- Determine and communicate priorities, due dates, and delivery dates, to the Production, Creative, Technical, Interactive, Marketing, Operations, and Technical Support departments
- Recruit, select and manage freelance talent (Presenters)
- Interface with clients such as Adobe and Microsoft to produce client projects
- Provide analysis of production capacity and workload to executive management
- Prepare and monitor budgets and resources for all projects
- Design and implement R&D for new project initiatives optimized for web delivery
- Produce, direct, edit and QA new titles
- Perform video compression, online delivery, and technical support of all products

Achievements include:

- Managed programming and creative teams through 2 cycles of custom video player development in Macromedia Director, directed QA and implementation of new players, all based on customer needs
- Increased efficiency of studio by 100%, based on research
- Doubled staff (from 25 to 50 employees) over 2 months, with only a 50% increase in budget, resulting in tripled amount of production (from 20 hours of video training produced per month to 60 hours produced per month)
- Established new departments, trained new supervisors, created new positions
- Convert entire production process to contract employees working in remote locations

Farmer Ted Productions

Co-Owner, Producer; *April 2004 to January 2008*

Freelance editing, web site development, and music recordings for clients such as Toni & Guy hair salon, Cantab Motors and the band Skelter. Also performed all project management and budgeting, and maintained client relationships.

Independent Film Productions

April 1997 to January 2001

Served as a member of the production team as either Producer, Production Manager, Production Coordinator, Location Manager or Production Assistant. (See Publications section for list of projects worked on)

Duties included:

- Scheduled casts and crews of 10 to 50 people
- Script breakdowns and budgeting for long and short form
- Designed shooting schedules ranging from 3 to 28 days
- Coordinated shooting locations in New York City, Westchester County, NY, Northern New Jersey, and Dallas, Texas
- Supported talent such as Cindy Crawford, Harry Connick, Jr., William Hurt, Samantha Mathis
- Contributed to projects with budgets ranging from micro to \$3 million

Awards received:

- Aurora Award for Directing
- Telly Award for Production Value
- Videographer's Award for Cinematography
- Official Winner at First Glance Film Festival, Hollywood
- Official Selection of the Valleyfest International Film Festival

Intercomics

President, Owner; *April 1996 to September 1997*

Published original comic books on the internet. Sought out and maintained new client relationships. Acquired new art and titles from upcoming talent. Scanned and prepped artwork. Created and maintained website.

Rockefeller University

Lab Technician, *May 1994 – October 1996*

Worked in the Laboratory of Molecular Genetics, headed by Dr. Joshua Lederberg. Performed research experiments using T7 RNA polymerase to explore mechanisms of transcription. Used techniques including gel electrophoresis, fluorescence spectroscopy, transcription assays, and photocross-linking.

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Ambion, Inc. (now part of Life Technologies)

Product Manager; *September 1992 to April 1994*

Managed successful development, introduction and continuing support, as well as maintained existing products, in a line of molecular biology research products, including marketing, technical support and quality control. Also performed Lab Manager duties.

Duties included:

- Conducted and oversaw research and development for new products
- Provided customer support and FAQs on current products
- Performed QA on products before shipment
- Maintained library of cultures and strains for use in production
- Performed DNA sequencing using PCR and gel electrophoresis

University of North Texas, Department of Biological Sciences

Graduate Student; *September 1990 to November 1991*

Performed research for Doctoral degree in the Department of Biological Sciences, in the laboratory of Dr. Robert M. Pirtle. Researched characterization of DNA segments using techniques including PCR, gel electrophoresis, and mass spectrometry

SKILLS

1. Excellent communication skills
2. Extremely organized and detail-oriented
3. Strong professional, results-oriented attitude
4. Able to troubleshoot any situation while keeping the big picture in mind
5. Software Expertise: FastTrack scheduling software, Final Cut Pro editing software, Microsoft Office Word and Excel software, Screenflow, Camtasia, creative pro software such as Adobe Photoshop and Adobe Illustrator, Adobe Dreamweaver, Adobe Premiere Pro, ProTools

EDUCATION

Bachelor of Science, University of North Texas, May 1990

Major/Minor Fields of Study: Biology/Chemistry

Cumulative GPA 3.52/4.00 Cum Laude

Graduate Level Coursework includes: Molecular Biology, Complex Carbohydrates, Lipids, and Nucleic Acids

Seminars: Nuts & Bolts Production Seminar, Parts 1 & 2, Independent Filmmaking, Story Structure

PUBLICATIONS

Total Training Products

Produced over 250 titles in 10 years. Representative listing:

Adobe Photoshop CS6
Adobe Dreamweaver CC
Adobe After Effects CS6
Adobe Illustrator CC
Adobe Acrobat XI
Adobe Muse

QuickBooks Pro 2012
Microsoft SharePoint 2013
Microsoft Excel 2013
Final Cut Studio A Post Production Workflow

Freelance Production Work

Almost (1998), feature film, as Producer
Orson Welles Sells His Soul to the Devil (1999), short film, as Producer
Weights and Measurements, feature film, as Production Coordinator
Nelly's Bodega (1998) short film, as Production Manager
The Accountant (1998) feature film, as Production Manager (also as Location Manager)

Swimming on the Moon (1998) feature film, as Production Manager
No Muse is Good Muse (1997) short film, as Production Manager
Reinventing Service (1998) commercial, as Production Assistant
Maryam (1998) feature film, as Production Assistant
The Simian Line (1998) feature film, as assistant to Ms. Luciana Brafman

Scientific Publications

1. Sastry, S.S. & Ross, B.M. A direct real-time spectroscopic investigation of open complex formation by T7 RNA polymerase. *Biochemistry*. 1996 Dec 10;35(49):15715-25.
2. Sastry, S.S. & Ross, B.M. Nuclease activity of T7 RNA Polymerase and the heterogeneity of transcription elongation complexes. *J Biol Chem*. 1997 Mar 28;272(13):8644-52.
3. Sastry, S.S. & Ross, B.M. Probing the mechanisms of transcription initiation by covalent photochemical conjugation of psoralen to a T7 RNA polymerase promoter. *Biochemistry*. 1997 Mar 18;36(11):3133-44
4. Sastry, S.S., Ross, B.M. and Parraga, A. Crosslinking of DNA-binding proteins to DNA with psoralen and psoralen furan side mono adducts: Comparison of action spectra with DNA-DNA crosslinking *J Biol Chem*. 1997 Feb 7;272(6):3715-23
5. Sastry, S.S., Ross, B.M., Mechanisms for the processing of a frozen Topoisomerase-DNA conjugate by human cell-free extracts *J Biol Chem*. 1998 Apr 17;273:9942-50