

# **Katy Brune-Diaz**

## **Event Production Professional**

(714) 598-7881 katymbrune@gmail.com

### **KEY COMPETENCIES**

**Personnel Management/ Project Supervision/ Event Audiovisual/ Event Security/ TV Event Credentials/ Parking / Special  
Event Operations/ Microsoft Suite (Word, Teams, Excel, PowerPoint)/ Best Practices**

### **EXPERIENCE**

#### **Freelance Breakouts Supervisor- VCI Events, Various locations, 02/2024- Current**

Freelance Project Supervisor for VCI Events, a company that provides audiovisual and personnel services for conferences, conventions, and other events across the United States.

- Supervises Audiovisual event technicians to ensure correct setup, operation, and strike of breakaway sessions using CAD drawings, email correspondence, live documents, equipment lists, Lasso, and the direction of the Project Manager and client
- Assigns tasks to technicians based on project needs, experience, and specialties
- Ensures that deadlines are met by frequently communicating with all relevant personnel throughout the process
- Communicates with clients to provide customer service, basic equipment troubleshooting, job order updates, and other requests
- Ensures working staff receive regular breaks/meals in accordance with state laws

#### **Freelance Production Assistant- Parking and Credentials Departments, 7/2023- Current**

Freelance Production assistant for television specials and awards shows such as the Valorant Champions Tournament, Rockin' New Year's Eve with Ryan Seacrest, and the 2024 Emmys. Same employers as Credentials/Parking experience in 2020-2021

- Duties include checking in production staff and talent and distributing hard passes and wristbands (credentials).
- Assists the Credentials Manager with inputting information (days worked, department, covid testing, etc) regarding all credentialled individuals.
- Managed parking credentials for all staff

#### **Freelance Seasonal Safety Consultant- Live Management Consulting LLC, Various- 06/2023- Current**

Live Management Consulting LLC., is a consulting firm that provides expert safety, security budgeting, and crowd control services for large scale festivals and events

- Manages Safety Operations in an assigned zone that consisted of entry gates, interior/exterior operations and stage/artist areas
- Prepare and advise security vendors regarding event operations and post orders
- Audit and document security staff in assigned zone, noting arrival/departure times and post attendance
- Communicated with Command Dispatch and all departments on radio regarding incidents, status updates, and other needs
- Responsible for all incident reporting for Safety Operations in assigned zone

#### **Talent Acquisition Sourcing Specialist- Reyes Coca-Cola Bottling- Irvine, CA 06/2022-04/2023 (Laid Off)**

Reyes Coca-Cola Bottling is a nationwide company that is the largest manufacturer and distributor of Coca-Cola beverages

### **Corporate Recruiter- Mega Capital Funding- Irvine, CA 09/2021 - 04/2022**

Mega Capital Funding is a Mortgage Company based in Calabasas, CA. I was the Corporate Recruiter (Full Cycle) for the company, which had approximately 200 employees.

### **Freelance Production Assistant- Various TV Productions in Los Angeles, CA- 01/2020-09/2021**

Freelance Production assistant for television specials and awards shows. Worked with the Credentials and Parking Department at Savage Fenty Vol 2, The Emmys, Billboard Music Awards, and The Grammys

- Duties include checking in production staff and talent and distributing hard passes (credentials).
- Assists the Credentials Manager with inputting information (days worked, wristband passes, by department, covid testing, etc ) regarding all credentialed individuals.
- Managed parking credentials for all staff

### **Project Administrator- Worldstage Inc., Tustin, CA 02/2020 – 06/2020 (Laid Off due to Covid 19)**

Worldstage Inc. was an Audio/Visual company specializing in project management, technology, and equipment for large scale events, theatrical, and broadcast nationwide.

- Responsible for generating profit margin forecasts for both West and East Coast events
- Assisted the General Manager regarding budget management for large projects
- Responsible for adding and making changes with equipment in the inventory system, R2
- Responsible for generating post-production reports using spreadsheets in Excel

### **AudioVisual Technician- PSAV, Dana Point, CA - 06/2019-02/2020**

PSAV (now Encore) was an Audio/Visual company that provided full-service event technology solutions for trade shows, corporate conferences, general sessions, and more

- Responsible for preparing and striking audio/visual technology such as projectors, audio mixers, speakers, lighting, and video switchers
- Responsible for leading staff for setups such as general sessions, breakouts, and subsequent strikes
- Provided on-site customer service for clients
- Responsible for equipment rentals and delivery

### **Screens Coordinator - mDots Creative Services, Van Nuys, CA 10/2017 - 10/2018**

mDots is a creative services company specializing in the conceptualization, design and production of motion graphics for network branding, show packages for TV specials and live award shows, performance screens, game shows, sports presentations, and news broadcasts.

- Responsible for coordinating creative projects from initial stages through production and delivery
- Researched graphics extensively to ensure accurate dates, names, spellings, and file formats
- Researched elements of Elton John's life to gather content related to his biography and albums for the Grammy Awards special where he was being recognized
- Edited hundreds of files for correct spelling to ensure correct program content for the Grammys and Emmys
- Oversaw the carrying, delivery, set and breakdown of computer devices for The Voice on NBC for season premieres and finales and coordinated deliveries to locations in New York and other US regions
- Worked onsite at the AMAs, Emmys and BET Awards as a runner, updated spreadsheets to reflect which graphics had been delivered to clients, and tracking all graphics orders
- Handled all voice and email correspondence, screened phone calls and routed to appropriate parties
- Participated in important phone calls with celebrity managers, took notes and wrote reports

### **Event Operations Manager - Insomniac Events 10/2016 - 10/2017**

Began as Production Assistant and promoted to freelance Operations Manager in December 2016. Worked San Bernardino festivals such as Psycho Circus, Dreamstate, Countdown, and Escape from Wonderland

- Managed the VIP entrance gate as lead representative for the VIP production department
- Held front-of house duties including staff management, troubleshooting, and coordination between guest services, security, and ticket taking staff
- Carried back-of-house responsibilities including assisting with VIP area setup, furniture rentals, painting, and assisting with decorations, and props

**Event Security Supervisor/HR Administrator- Staff-Pro, Inc, Various Locations and Venues – 03/2012 – 02/2017**

- Supervised and managed on site security staff at large and small-scale special events (concerts, conventions, festivals, sporting events, and awards shows), assigned work, and evaluated performance
- Assisted in high volume recruiting, 501 (c) recruiting, onboarding, and training of several hundred event and security staff
- Participated in special projects regarding licensing and onboarding personnel

**EDUCATION AND CREATIVE**

One year of coursework at University of California, Irvine in Criminology, 2 years of coursework at Santa Ana City College  
Painting, Acrylic and Oils, Graphic Design, Colored Pencil Portraits