

Matt Howe

347.306.1666

howematt@gmail.com

Work Experience

DISNEY/ABC – KATIE COURIC SHOW

Senior Production Supervisor - New York, NY

2013 – 2014

Oversaw all studio logistics and field productions for the *Katie* show. Monitored daily production schedules through *Pilotware*. Responsible for P&L forecasting of Season 2 programming budgets in excess of \$500k. Booked all camera & audio crews.

HOWEMADE PRODUCTIONS, LLC

Founder/Producer - New York, NY

2007 – Present

Launched full-service integrated marketing & creative solutions boutique. Supporting tour management, operations and consulting for key organizations: *PBS/WNET*, *Bruce Springsteen & The E Street Band*, *Alicia Keys*, *Jay-Z*, *World Series 2009/MLB*, *Shutterstock LLC*, *FinAid TV*. Spearheaded social media & PR campaigns for *Hardee's*, *Sarah Shirley, Inc.*, *James Brew Designs*, *MERSUR* and *NYC Food Truck Association*.

CSV HOLDINGS, INC.

Senior Communications Director & Assistant Controller - Los Angeles, CA

2009 – 2013

Joined small private energy company assisting with field operations and accounting databases for properties in Louisiana and California. Prepared monthly government reports, shareholder statements and annual audits.

Compiled reports to OSHA, DEQ & DNR agencies. Assisted w/ investor relations, corporate communications.

EUE/SCREEN GEMS STUDIOS

Executive Studio Manager - New York, NY

2008 – 2009

Facilitated all studio productions in coordination with marketing management, engineering and crew personnel for *The Rachael Ray Show*. Maintained client relationships throughout various film & music projects (*VH1*, *NBC/Bravo*, *AMC*, *Food Network*, *Rodale Publishing*, *A&E*, *Ford Models*, *Pfizer*, *Warner Bros.*, *The Onion*). Responsible for brokering multi-million dollar contracts, balance sheets/income statements, budget analysis.

CBS

Regional Coordinator - CBS Worldwide Distribution - New York, NY

2006 – 2008

Compiled digital advertising/engineering reports via *Pathfire* - satellite distribution program. Aided department heads to help manage the quality control and submission of syndicate programming for affiliate stations.

NBC

Guest Relations, Page - New York, NY

2005 – 2006

Audience Coordinator for *SNL*, *Conan*, *Carson Daly*, et al. Assisted Executive Producers with ticket management and tracking show data. Supported studio operations team for several live programs.

Education

New York University – New York, New York

- Graduate Certificate in Public Relations & Corporate Communication - May 2014
Concentration focus: Integrated Marketing Strategies, Social Media Management

Cornell University – Ithaca, New York

- Bachelor of Science in Communication - May 2004
Concentration focus: Applied Economics and Management, Information System Technologies
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Community Involvement

- Licensed Real Estate Salesperson, State of New York, 2005
 - Vice President of Finance for Cornell's Public Relations Student Society of America (PRSSA)
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Software Skills MS Office, Mac, Google Docs, Final Cut Pro, Salesforce, QuickBooks, ScheduAll, Pro-Tools