

*Kristie Komperda*

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## PROFILE

Hard-working, reliable, and highly organized travel coordinator who utilizes knowledge of all aspects of travel to fulfill requirements and consistently communicate them in a clear and concise manner. Expertise includes coordination of travel, database management, problem-solving, customer service and communication skills.

## PROFESSIONAL EXPERIENCE

**“Chicago PD” (TV Seasons 2-10) – NBCUniversal, LLC. - Chicago, IL** **2014-Present**

*Chicago P.D. is an American police procedural drama television series created by Dick Wolf.*

### **Travel Coordinator/Production Secretary**

Duties include coordination of flights, housing, hotels, rental cars, and car service for cast & crew. Manage office supply orders, shipments, script distribution and other production document distribution (digital & printed). Maintain and update travel logs and purchase orders to accurately reflect spending costs throughout the season. Manage and maintain the database for the entire production.

- Arranged travel for hundreds of cast and crew members with precision
- Purchased and accurately recorded millions of dollars in costs while staying within budget
- Was relied upon and made available on weekends to arrange for immediate and special requests
- Implemented a process to create personalized travel memos for cast and crew members

**“Ms. American Pie” (TV Season 1) – Apple Studios, LLC. – Los Angeles, CA** **2022**

*Chronicles a woman reconstructing her identity in the 1960s after being dismissed by her husband and her entire social circle. Starring Kristen Wiig, Laura Dern, Allison Janney, Leslie Bibb, Ricky Martin, Josh Lucas, & Carol Burnett.*

### **Travel Secretary (Remote)**

Arranged flights, housing, hotel, rental vehicles, and car service for cast and crew.

**“High Desert” (TV Season 1) – Apple Studios, LLC. – Los Angeles, CA** **2022**

*High Desert is a comedy television series about a recovering addict who decides to become a private investigator following the death of her mother. Starring Patricia Arquette, Matt Dillon, Rupert Friend, Weruche Opia, Bernadette Peters, and Christine Taylor.*

### **Travel Secretary (Remote)**

Arranged flights, housing, hotel, rental vehicles, and car service for cast and crew. Booked and distributed hundreds of hotel confirmations for an away shoot for the entire cast and crew.

**“Crisis” (TV Season 1) – Twentieth Century Fox - Chicago, IL** **2013-2014**

*A thriller drama television series that was produced by 20<sup>th</sup> Century Fox and distributed by NBC starring Gillian Anderson, Dermot Mulroney, Rachael Taylor, Lance Gross, Michael Beach, and James Lafferty.*

### **Production Secretary (2013-2014)**

Accurately arranged travel for the cast and crew in a timely and cost-effective manner. Managed production distribution through delegation of specific tasks to production assistants. Provided updates to the distribution list on an ongoing basis.

**“Doubt” (Pilot Episode) – Sony Pictures – Chicago, IL** **2013**

*A procedural TV drama pilot produced by Sony Pictures starring Steve Coogan, Carla Gugino, and John Pankow.*

### **Office Production Assistant (2013)**

Arranged flights, housing, hotel, rental vehicles, and car service for cast and crew members. Managed document distribution (both digital and printed) for entire Production to hundreds of people.

**“Mob Doctor” (TV Season 1) – Twentieth Century Fox - Chicago, IL** **2012-2013**

*A medical TV drama produced and distributed by 20<sup>th</sup> Century Fox starring Jordana Spiro, William Forsythe, Zach Gilford, and Jesse Lee Soffer.*

### **Office Production Assistant (2012-2013)**

Arranged flights for cast and crew members, managed the database for the production, and insured Production had a full stock of office supplies & craft services.

## EDUCATION

**Northern Illinois University**

BS Interactive Marketing minor in Communication with an Emphasis in Media, 2012