

CATHERINE TILLSON

CLIENT RELATIONS & OPERATIONS

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PROFILE

Operations and client-relations professional who has spent a decade as the central point of contact for large, fast-moving teams and the outside partners who serve them. Trusted with confidential material, competing executive priorities, vendor and travel logistics, and problems that have to be solved in the next twenty minutes. Consistently rehired by returning clients in an industry where nothing is guaranteed past the current project. Seeking to bring that combination of relationship management, judgment, and operational discipline to client services, account management, or commercial operations.

CORE STRENGTHS

Relationship & Stakeholder Management • Client Communication • Account & Project Coordination • Vendor Sourcing & Negotiation • Budget & Expense Tracking • Travel & Field Logistics • Conflict & Escalation Resolution • Confidential Information

EXPERIENCE

Production Coordinator

Scripted Television Series — Apple TV, MGM/EPIX

2021 – 2022

Dear Edward (Apple TV) • Bridge & Tunnel (MGM/EPIX)

- Ran the production office as the single point of contact connecting studio executives, department heads, crew, talent reps, and outside vendors.
- Sourced and negotiated with vendors for equipment, services, and supplies; issued purchase orders, tracked spend against budgets, and reconciled invoices.
- Distributed time-sensitive schedules and revisions across the full cast, crew, and studio list; onboarded incoming crew on process and policy.
- Handled unreleased scripts, casting decisions, and personnel matters under strict studio confidentiality and compliance requirements.

Production Coordinator

Full Frontal with Samantha Bee — TBS / WarnerMedia

2017 – 2021

Retained across five consecutive seasons (Seasons 2–6)

- Coordinated a weekly topical series on same-week turnaround, holding a fixed air date against constantly changing content and contributor availability.
- Retained season over season for four years in a project-based industry where crews are rehired only by reputation — the longest continuous engagement in a portfolio of repeat clients.
- Served as liaison between producers, writers, field teams, guests, and external partners, absorbing complex and fast-changing subject matter and translating it into clear direction for each group.

Travel Coordinator & Production Secretary

Episodic Television & Film — Netflix, Marvel, Showtime, NBC, Starz

2013 – 2017

Iron Fist & The Defenders (Marvel) • The OA, Irreplaceable You (Netflix) • The Affair (Showtime) • Shades of Blue, The Slap, State of Affairs (NBC) • Power (Starz)

- Owned end-to-end travel and field logistics — air, hotel, ground, itineraries — for cast, crew, and executives across multiple markets and locations.
- Negotiated rates, room blocks, and terms with hotels, airlines, and transportation providers; built the vendor relationships that were reused production after production.
- Rebuilt itineraries in real time around cancellations and schedule changes, keeping every traveler informed and reconciling confirmations, receipts, and expenses across concurrent productions.
- Advanced from assistant coordinator to coordinator through referrals and repeat hires from returning producers and production managers.

Office Coordinator & Executive Assistant

IKA Collective Production Company — New York, NY

2011 – 2013

- Supported company leadership with calendars, travel, correspondence, and meeting prep across a full book of client projects.
- Ran daily office operations and vendor accounts as first point of contact for staff, clients, and visitors.

EDUCATION

Louisiana State University B.A., Communication Studies — Film & Media Arts, History