

Patrice A. Manget Résumé

Job Experience

- Nov. 02 – Present** **Owner and Sole Proprietor of *The Montana Concierge*, Providing Personal and Business Organizational Services. Website: www.themontanaconcierge.com**
- Apr. 01 – Apr. 02** **Production Assistant & Assignment Editor, International Sports Broadcasting, LLC, Host Broadcaster for the Salt Lake 2002 Winter Olympic Games**
- Assisted Coordinating Producer, Josep Rúbies, with live TV production planning and implementation, including Logging Archives software testing, ISB's Broadcast Training Programs instruction, research and production assistance for Features, Highlights, Making of ISB, Olympic News Agency, Sponsors, Final Montage, Graphics, and setup and operation of International Broadcast Center Highlights Production. Planning and implementation of live TV production plans for Ice Hockey and Curling venues. IBC transition and setup for ISB Tech Area / Main Media Center Interview Room. Gamestime: IBC Based Production Assignment Editor for Edit Suites and ENG booking. Paralympics assignment in Highlights Production.
- Dec. 96 – Mar. 2001** **Legal Assistant: McGarvey, Heberling, Sullivan & McGarvey, Trial Lawyers, Kalispell, MT**
- Trial documents preparation, medical/legal records research, technical setup and administrator of office computer systems/office network, client databases and law firm Internet. Provided technical assistance and training to office staff; investigated and resolved software/hardware problems; reviewed, revised and recommended hardware/software/operating system upgrades to maintain optimum efficiency of office computers/network data handling.
- Feb. 95 - Aug. 96** **Assistant to José Ramón Díez, Coordinating Producer for Atlanta Olympic Broadcasting (AOB - Host Broadcaster) for the 1996 Atlanta Centennial Summer Olympic Games (for Archery, Cycling, Soccer, Marathon/Race Walks).**
- Planning stage: handled all administrative functions, production team schedules and agendas for manager José Ramón Díez; planned and executed logistics for all production team travel and venue surveys; coordinated with other AOB/ACOG functional areas; created and updated production computer graphics; translated all relevant Spanish-English documents. Gamestime assignment: AOB production liaison with TVE and BRTN production teams for AOB coverage of Olympic Road Cycling and Mountain Biking events (site of Equestrian Endurance events).
- May - July 1994** **Information Assistant/Office Manager, EBU Sports International (Host Broadcaster) Information Office, International Broadcast Center, World Cup USA'94, Dallas, Texas.**
- Under the direction of José Ramón Díez, assisted Information Manager Kevin Carbone with Information Office operations serving world broadcasters in their coverage of World Cup Soccer Matches. Responsible for desktop publishing, administration, archives and office. Included one month pre-operations information preparation at ESI Offices in Atlanta. Responsible for editing and publication of ESI Liaison Officer Manual.
- 1986 - Dec. 1994** **Translator, Press / Publications Department, *Fira de Barcelona* (Barcelona Trade Fair).**
- Spanish-to-English translations of press dossiers, press releases, economic reports, opinion studies, annual reports, etc., including special assignments from the European Communities Commission Economic Missions (Brussels) delegated to the *Fira de Barcelona*.
- Summer 1992** **Venue Information Manager, Pavelló Joventut Boxing Venue, Radio Televisió Olímpic'92 (RTO'92-Host Broadcaster), 1992 Summer Olympic Games, Barcelona, Spain.**
- Under the direction of Luis González-Aller and supervisor Kevin Carbone, and assisted by four liaison officers, assured the smooth operation of radio/TV commentator positions, ENG camera positions, injection points, pre and post unilateral interview areas and mixed zone. Coordinated with International Broadcast Center, Venue Management, Sports, Protocol and NBC unilateral production team.

1983 - 1986 **Freelance Translator, Barcelona (Spanish-to-English).**

Translations of technical, business and advertising texts for government agencies, industry corporations and universities.

Began freelancing at various entertainment-related jobs while pursuing singing/acting career:

1974 - 1981 **Production Staff - Artist Treatment, FM Productions/Bill Graham Presents, San Francisco (leading USA Concert Production Company).**

Care and treatment of performing artists and backstage crews at concert venues (artists included *The Who, Grateful Dead, Bob Marley, Bob Dylan*, etc.)

1974 - 1981 **Merchandise Sales Supervisor, Winterland Productions, San Francisco (FM Productions' merchandising arm).**

Supervised concert sales of merchandise at stadium venues; involved traveling to many parts of the USA (among other things, learned to drive a BIG truck cross-country for the "Willie Nelson 4th of July Picnic" in Dallas).

1974- 1981 **Balloon Decoration Supervisor, *The Balloon Lady*, San Francisco.**

Supervised teams of "balloonatics" in decorating (balloon sculptures, releases/drops, etc.) halls, special event venues, stadiums (1984 Summer Olympic Games, Los Angeles), etc. Work for innumerable FM Productions' concerts included 3 consecutive *Rolling Stones* tours.

The following earlier job period laid the foundation for computer hardware/software proficiency:

1971 - 1974 **Assistant Registrar and Data Processing Specialist, Records Office, Golden Gate University, San Francisco.**

Designed and implemented a computerized record-keeping system for student registrations, grading and academic records; office management and administration.

1969 - 1971 **Assistant to Computing Center Director, University of Delaware, Dover, Delaware.**

Computer Center management; student registrations, grading, academic records, accounting and payroll processing; tape librarian; supervisor of student computer work center.

1968 - 1969 **Assistant to Records Office Director, University of Delaware, Dover, Delaware.**

Assisted in the development of new record-keeping and registration software; prepared records documents for computer processing; supervised academic course registrations.

Computer Literacy Experienced on both Macintosh and Windows operating systems. Excellent knowledge of many business applications, graphic design software, and data management processes.

Languages Native English and excellent Spanish, some Catalan, Greek and French.

Personal Born 29 July in Munich, Germany (American parents), divorced with one daughter. 30+ years experience as singer / dancer / actress. Artistic work includes many and varied musical groups, original recordings, radio/TV spots and US-European concert tours, original musical comedies (stage), movies, television series and commercial videos.

References available on request