Steven De Leon

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IMDB

OBJECTIVE

Seeking a challenging position as Transportation Coordinator to ensure smooth function of daily transport activities and related services in a renowned studio.

PROFESSIONAL STRENGTHS

- Proven track record of managing transportation activities for thirty five years
- Familiar with state and federal transportation policies and regulations
- Posses excellent management and interpersonal skills
- Familiar with protocols of the Transportation department for all major studios
- Extensive knowledge of the prices of vehicles for all prominent brands
- Ability to analyze accounting and financial budget statements
- Highly skilled in handling multiple tasks while achieving targets in a timely consistent manner
- Knowledge of Microsoft Office Product, spread sheet formulas and Movie Magic Budgeting
- Excellent written and verbal communication skills

EXPERIENCE

TRANSPORTATION COORDINATOR/ CAPTAIN

Tangled- Walt Disney Pictures.....2026- 2026
Protecting Jared- Netflix.....2025- 2026
The Wrecking Crew – Amazon MGM Studios.....2024 - 2025
Rescue HI Surf – Warner Brothers.....2024 -2024
Lilo and Stitch – Walt Disney Pictures ..... 2023 - 2024
Murder Mystery 2 – Netflix.....2023 - 2023
Horizon: An American Saga Chapter 1 –Warner Brothers ..... 2022 - 2022
Chief of War – Apple.....2022 - 2022
The Offer – Paramount Network Television.....2021 - 2021
Rescue Rangers – Walt Disney Pictures ..... 2020 - 2021
Next Goal Wins – Fox Searchlight..... 2019 - 2019
Same Time Next Christmas – Freeform..... 2019 - 2019
Jumanji – Sony Pictures..... 2019 - 2019

- Develop Transportation budget for each episode and ensure accuracy is met
- Responsible for providing input for budget cost savings
- Work with Motion Picture Compliance Services (MPCS) and JJ Keller to ensure state and federal compliance is met
- Responsible for providing general supervision for administrative staff and transportation drivers
- Assign the tasks of establishing and maintaining the smooth operation of Transportation Department
- Assign the tasks of planning, directing and coordinating in delivery and backhaul activities
- Maintain efficient utilization of manpower through proper training and scheduling
- Process team weekly timecards

TRANSPORTATION CAPTAIN

Various television shows ..... 1998 – 2002

- Establish and maintain the smooth operation of Transportation Department
- Ensure that all teammates are present at the start of the shift and at scheduled dispatch time
- Assist Transportation Coordinator by planning, directing and coordinating in delivery and backhaul activities

STUDIO DRIVER

Various television shows and features…..1989 – Present