

# 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

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
Hobbs & Shaw – Universal Pictures.....	2018 - 2019
Jungle Cruise – Walt Disney Pictures.....	2018 - 2018
The Inhumans – ABC Studios/ Marvel.....	2017 - 2017
The Legend of Master Legend – Amazon Streaming.....	2016 - 2016

- 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