

Robert Smith

Assistant Producer

CONTACT DETAILS

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PERSONAL STATEMENT

Creative Producer / Director currently looking for a new opportunity. 6 years of production experience, produced, directed, or assisted in all pre and post-production activities for assigned television projects. Assisted in editing video projects with AVID or Final Cut Pro, and experienced with Pro Tools. Directed talent in performance, conducted and shot interviews, exercised creative judgment, and familiar with Mac and PC operating systems.

SKILLS

Budgeting, Excel, Magic, Marketing, Online Marketing

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

WORK EXPERIENCE

Assistant Producer

ABC Corporation - 2013 - Present

Responsibilities:

- Working with a limited number of team members. Conceptualized and implemented a mobile.
- Providing support to the main producer of the television series "arranque de pasion". Serving as a communication facilitator between the various elements involved in the production. Ensuring.
- Distributed paper documents, scripts and communications throughout the set during the filming.
- Process. Supplied and maintained ever-ready stock of supplementary material. Prevented.
- Unauthorized elements on the set or interferences with the shooting process. Tracked script.
- Create production documents containing locations, stylists, models, and resources for photoshoots.
- Create and implement social media strategy across multiple platforms to increase viewership and interaction with industry professionals.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Production Assistant

ABC Corporation - 2013 - Present

Responsibilities:

- Providing support as a pa for all state, ford commercials produced by Telemundo. Promoted to.
- Producer for the Volkswagen commercial. Liaising directly with customers to report progress.
- Managing production staff members. Overseeing and ensuring compliance with the organization.
- Quality standards. Preparing, managing and implementing the production schedule. Managing.
- Created various schedules, including tech schedules and rotating crew schedules.
- Recruited, interviewed, and hired all crew, rehearsal stage managers and interns.
- Prioritize local news, features, opinion and sports articles to decide which is the top news of the day.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Masters in Communications & Journalism - 2006 to 2011(Santa Maria University)