

Robert Smith

Associate Producer

PERSONAL STATEMENT

Seeking a position with opportunity for professional growth, development, and creativity. Customer-oriented with superior time management skills and a proven track record of success.

WORK EXPERIENCE

Associate Producer

ABC Corporation - January 1995 - December 2004

Responsibilities:

- Worked with 3rd party developers as an external producer of the project.
- Prepared contracts / personal service agreements, Performed risk assessment and management on solo production titles.
- Managed budget on solo production titles, Worked with Marketing and PR for box art and press coverage for releases.
- Managed game manual creation, Facilitated corporate release approvals and 3rd party (Microsoft) submission process.
- Interfaced with the QA department on test schedules and major issues.
- Acquired focus testers and managed the process of questionnaire creation, distribution, data collection and reporting results to management.
- Assisted Producers as needed and directed.

Associate Producer

Delta Corporation - 1992 - 1995

Responsibilities:

- Organizing production personnel, coordinating set locations, supervising lighting or sound, editing daily scripts, writing shot/Story list for a new .
- Produced segments when producer was on another scene.
- Managed talent and prompted them on camera lines for specific story purposes.
- Worked close to the head of production on ideas, story and wardrobe styling.
- Event Management)- Full time assistant to Executive Producer, manage casting calls, organize and supervise on-set shoots, press contact, arranging .
- Worked with music groups producing three of their first music videos promoting their hit singles from their debut album on iTunes .
- Produced an advertisement short film for Productions in Austin, Texas spreading the awareness of PTSD in the United States Army.

Education

Business Administration - 2000(University of Phoenix - Bellevue, WA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Video Editing, Video
Production.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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