ROBERT SMITH

Broadcast Producer

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Broadcast Producer with 5 years of experience in Ensuring that project remains on schedule and on budget and takes corrective measures as needed, managing both internal and external milestones, and also Clearly communicating tasks, timing, milestones, and budgets to project teams on a regular basis.

EXPERIENCE

Broadcast Producer
ABC Corporation - JANUARY 2000 – MAY 2005

- Partnered with fresh, innovative creative companies/vendors.
- Developed and managed production budgets up to $1,000,000, controlled costs by capitalizing on in house resources/talent, repurposing in game models whenever possible and negotiating rates with external vendors.
- Set up vendors for billing, negotiated and executed master services agreements and scope of work contracts.
- Researched, prepared, and ordered assets within the appropriate technical specifications.
- Coordinated delivery of assets to and from the third-party vendor.
- Maintained detailed records and keep comprehensive notes of all technical issues to track fixes as well as problems that are inherent to the source material.
- Coordinated material needed for final updates, including credit revisions, to all existing versions.

Broadcast Producer
Delta Corporation - 1997 – 2000

- Produced national and regional Nissan radio and television commercials for the South East region.
- Produced national commercials that aired on the Super Bowl and the Winter Olympics.
- Supervised and directed video edits, voiceover recordings and filming of running footage.
- Implemented production budgets and supervised billing for the production department.
- Negotiated and maintained contracts with I.A.TS.E, S.A.G.
- Maintained the ability to manage multiple projects in a complex multi department environment.
- Directed filming and voice over recordings of celebrity talent.

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EDUCATION

- B.S. In Film Study

SKILLS

Video Production/Editing Video Pre-Production Announcing Radio & TV Broadcast Copywriting Project Management Team Building Videography Media Relations Developmental Training Storyboarding Public Speaking Equipment Logistics.