Robert Smith

Media Production Assistant

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SUMMARY

Media Production Assistant is Managing and tracking build schedules, deliveries, and distribution. Recording meeting notes when needed and translate them into a coherent, organized recap and list of action items Building relationships with development teams as part of providing support to them.

SKILLS

Support Planner, Development Assistant.

WORK EXPERIENCE

Media Production Assistant

ABC Corporation - January 2013 – March 2015

- Participated and Take Notes in high level creative meetings with the Chairman of the Company, SVP and Lead Writers of the Creative Writing Team.
- Distributed notes from all meetings to necessary departments to ensure communication between all departments.
- Took Initiative and communicated clearly and concisely with all Lead Writers, Writers, and other departments.
- Typed and distributed scripts, promos, formats, etc.
- Performed clerical tasks such as transcribing, copying, and printing documents.
- Coordinated with other departments within the company (Props, Talent Travel, Etc.) to ensure all necessary Production Elements are properly secured for all WWE TV Shows (RAW, SmackDown LIVE, etc.).
- Anticipated the needs of the department and plan ahead to assure efficient departmental functioning.

Media Production Assistant

Delta Corporation - 2012 – 2013

- Video Documentation for Professors.
- Assist executive producer in all areas of production.
- Publish timely and accurate delivery of multimedia projects to various platforms.
- Handle all equipment lists and pre-shoot logistics for production crew.
- Create schedules for post-production content review.
- Support producers with on casting initiatives by helping schedule talent.
- Arrange and attend meetings with clients and production crews. Take notes as needed.

EDUCATION

GED

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