

Post Production Coordinator

ROBERT SMITH

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Objective

Responsible for Maintaining a steady supply of business support content by ordering screening copies, sound bites, audio tracks, screengrabs, etc., from 3 rd party. Experience in Performing encoding for non-broadcast digital initiatives and general technical support by utilizing Final Cut Pro; working in both HD and SD.

Skills

Video Engineer, Systems Engineer, Video Editor, Digital Media Operator, Digital Media Engineer.

Work Experience

Post Production Coordinator

ABC Corporation - January 2009 - February 2010

- Managed, scheduled, and maintained 8 FCP HD Edit Bays.
- Created QuickTime files in various formats for final delivery and routing.
- Authored DVDs in various formats, with and without menus for routing.
- Evaluated quality of incoming media and make recommendations.
- Videotaped duplication as required from SD & HD tape formats and multiple standards.
- Read and understand work orders.
- Promoted from Post Production Assistant to Post Production Coordinator mid-way through tenure at Nash.

Post Production Coordinator

Delta Corporation - 2007 - 2009

- Editor - final Cut Pro, Avid Visual Effects - After Effects Motion Graphics - After Effects Color Correction - After Effects More Experience - Nuke (.
- Audit the entire production and supply numerous documents to the Virginia Film Office for a grant opportunity that could reimburse Ultrafuchsia for .
- managing and scheduling work for team of 20 animators and technical artists calculating productivity statistics for project planning and performance .
- Ensured that seasonal deadlines were met with a goal of 95% on time delivery - maintained high rate of success Enforced discount policy for late .
- Coordinated all phases of production between all major record labels and multi-media manufacturing facilities in the United States and Canada.
- Involved in the execution of new special markets programs for the recognized music industry leader in the Special Markets field.
- Act as point person between Production, Post, and Bravo TV, as well as all external vendors Coordinate final finish and delivery of milestone cuts, .

Education

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