ROBERT SMITH

Associate Producer

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SUMMARY

Highly qualified Producer with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

SKILLS

Microsoft Office, Adobe Software, Camera and Microphone Operation, Radio Board Operation, Apple and PC Software, AP Style, Script Writing, Social Media Management, Fundraising, ENPS, ExPressions MOS Graphics.

WORK EXPERIENCE

Associate Producer

ABC Corporation - April 2012 – November 2012

- Conceive, write and produce linear and interactive content for Web, Blu-Ray, DVD, VOD & EPK for clients including Lionsgate, Sony Pictures and TCFTV.
- Creative develop and pitch original concepts and create proposals and budgets under tight deadlines.
- Design and produce mobile apps, interactive games and second screen special features with heavy graphics and user interface.
- Work closely with clients and all stakeholders to ensure projects are delivered on time and on budget.
- Project management scheduling, hiring and supervising crew, negotiate vendor con- tracts and generally put out fires.
- Arrange and coordinate video shoots; manage on-set crews and conduct on-camera interviews with high-profile talent.
- Post Production write scripts, review cuts and give notes to editors, work with graphic designers & programmers to ensure high quality finished products.

Producer

ABC Corporation - 2009 – 2012

- Responsible for new client development and revenue growth.
- Meet monthly performance metrics, revenue goals, and management objectives.
- Ensured superior client support.
- Tasks Accomplished Specialty in General Lines Property and Casualty Support policy processing, underwriting, claims, producer, billing, and marketing systems.
- Perform administrative task, such as maintaining records and handling policy renewals.
- Solicit, sell and negotiate new business policies.
- Cross-sell/up-sell products to existing customers; keep records of customer interactions and transactions, recording details of inquiries and comments, as well as actions taken.

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SCHOLASTICS

- Bachelor of Science in Psychology - (University of Maryland - College Park, MD)

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