

Robert Smith

Production Executive

PERSONAL STATEMENT

An enthusiastic and driven person with a multicultural background, who has excellent experience in administration, organisation, planning and management as well as strong computer skills, is seeking the next challenge.

WORK EXPERIENCE

Production Executive

ABC Corporation - April 2000 - November 2004

Responsibilities:

- Responsible for all the production aspects of the companys advertising requirements in a variety of media, such as Directories, CD-ROMs and Internet, which included Ensuring the format, accuracy and quality of all advertisements throughout the production process meets agreed standards and by the scheduled deadlines.
- Liaisoned with external suppliers, contractors and customers on outsourced processes and proofing of and advising on advert copy.
- Managed of three people and responsible for their training needs.
- Restructured the processes and procedures so that the directories were sent to press two to four weeks ahead of schedule.
- Enhanced customer service and reduced advert inaccuracies which resulted in higher profits and less refunds.
- Conducted Stock audits regularly to maintain corrected stocks in SAP.
- Experienced in Inventory Management.

Production Executive

Delta Corporation - 1995 - 2000

Responsibilities:

- Opened the Los Angeles branch of well-established French dubbing company.
- Generated business through personal contacts and attended film and TV markets worldwide.
- Generated substantial income for the company in the first year of operations in the US, and established a sound revenue stream for future operations.
- Provided critical support in all areas of the companys film, television, DVD, and merchandising production business.
- Managed all aspects of production process from pre to post including, but not limited to, script supervision, casting, production design, music score, .
- Acted in producer role by securing funding, managing the budget, drafting contracts and providing all necessary resources for above and below the .
- Supervised international and domestic marketing and promotional campaigns for all releases.

CONTACT DETAILS

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www.qwikresume.com

SKILLS

Adobe Illustrator, Adobe Photoshop,
Dreamweaver, Microsoft Word, Excel, PowerPoint, Publisher, Access, Chinese Word Processing, Gateway School System, MAZE School Systems.
Hardware Experiences:
IBM Compatible PC,
Apple Machintosh.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor's In English