

Robert Smith

Senior Production Coordinator

PERSONAL STATEMENT

As Senior Production Coordinator, overseeing multiple projects, ensuring the delivery of high-quality online video content under tight deadlines.

WORK EXPERIENCE

Senior Production Coordinator

ABC Corporation - 1996 - 1996

Responsibilities:

- Oversaw multiple projects, ensuring the delivery of high-quality online video content under tight deadlines.
- Managed off-site talent with strong attention to detail & efficiency is my main priority.
- Managed multiple projects from conception to online delivery by focusing on 4 key production areas.
- Worked with Adobe, Apple & Microsoft software experts to develop course outlines & assets for a video training presentation.
- Directed initial recordings and converting media from raw to editable formats, utilizing such apps as FCP, Compressor, Soundtrack, Photoshop, After Effects, ScreenFlow, Camtasia, and QuickTime.
- Edited & finalized video-based software training content, Quick Reference Guide, and various disc, print & web-based marketing materials.
- Compressed final content via the platform purple & upload it to an online store with all corresponding deliverables.

Senior Production Coordinator

Delta Corporation - 1994 - 1996

Responsibilities:

- Responsible for the supervision of the second shift and weekend staff as well as training new hires.
- Other duties include the creation of customer documents, primarily business cards and forms, scanning, and producing posters from customers photos, .
- Led the company through a difficult period of senior personnel attrition by absorbing production responsibilities for two major markets.
- Coordination and execution of marketing events for corporate clients such as Coca-Cola, Intel, Red Bull, Verizon, AT&T, Activision, Warner Bros, Nike.
- Management of 7 national teams, encompassing a staff of nearly 150 people Compiling statistical data and ROI reports from events for clients.
- Oversaw all aspects of print material production, desktop publishing and print job coordination Designed and implemented upgraded procedures for .
- Meets our customers quality assurance and scheduling goals by planning, scheduling, executing, and directing production activities -

CONTACT DETAILS

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SKILLS

Project Management,
Producing, Directing,
Video Editing, Audio
Editing, Compression,
Proofreading, QA, Copy
Writing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

includes fit .

Education

BA In Communication