

DIGITAL PRODUCER

Summary

Personable Project Manager Â successful at building strong professional relationships. Manages large and complex projects while maintaining high team morale and energy. Skilled mentor and mediator who excels at bringing out the best in team members.

Highlights

- Budgeting and forecasting
- Process improvement
- Contract management
- Relationship building
- Microsoft Office Suite expert
- Project development and lifecycle
- Superb time management skills
- Detail-oriented
- Sound judgment
- Organized and efficient
- Proficient in Adobe Creative Suite
- Decisive problem solver
- Exceptional multi-tasker
- Deadline-driven
- Special events planning

Experience

08/2015 to Current

Digital Producer Company Name i¼ City , State

- Managed a project budget of \$300,000.
- Drafted action plans and led meetings with internal teams and clients to review project status and proposed changes.
- Monitored team progress and enforced deadlines for up to four projects at once.
- Defined project deliverables and monitored status of tasks.

10/2014 to 08/2015

Producer Company Name i¼ City , State

- Managed all event logistics from conception to completion
- Ensured program objectives and strategies are met and all events are produced to the highest quality
- Maintained and expanded vendor relationships and negotiated contracts, pricing and services
- Collaborated with agency departments in all project stages to develop creative solutions to meet clients' needs
- Managed budgets with integrity and transparency at all times

02/2013 to 10/2014

Associate Producer Company Name i¼ City , State

- Managed and executed smaller scale events with 2-3 staff.
- Served as a liaison between vendors, staff and clients regarding event details.
- Provided production support on-site during events.
- Anticipated project needs to meet deadlines.

09/2011 to 02/2013

Production Coordinator Company Name i¼ City , State

- Researched and gathered information in planning phase for the execution of events.
- Coordinated and attended site visits.
- Tracked invoices and created check requests.

06/2011 to 09/2011

Production Intern Company Name i¼ City , State

Education

May 2011

Bachelor of Science : Business Administration and Computer Information Systems Lewis University i¼ City , State Business Administration and Computer Information Systems

Skills

- Project Management Tools: Workamajig, Basecamp, DoneDone
- Desktop Publishing Software: Photoshop, Illustrator, HTML