

# ROBERT SMITH

## Digital Media Producer

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### SUMMARY

Responsible for Managing talent outreach, tracking, status and payment on a per-project basis, Ensuring each project obtains necessary insurance and rights/clearances for performers, locations, music, stock footage, and other production elements.

### CORE COMPETENCIES

Planning Skills, Production Skills,

### PROFESSIONAL EXPERIENCE

#### Digital Media Producer

**ABC Corporation - 2012 - 2012**

##### Key Deliverables:

- Performed all tasks in post-production, including creation of motion graphics, digital effects, music selection, color correction and grading, and editing.
- Assisted in the coordination, integration, installation, and maintenance of all studio production and post-production equipment.
- Assisted key stakeholders in evaluating the effectiveness of completed assets.
- Ensured timely and accurate dissemination of communications to various stakeholders.
- Conducted regular assessments to identify enhancement opportunities for videography, video-editing, and audio development tools.
- Managed multiple projects with competing deadlines.
- Provided portrait and candid still photography as needed.

#### Digital Media Producer

**Delta Corporation - 2007 - 2012**

##### Key Deliverables:

- Developed strategic shooting and production guidelines for promotional video material to increase festival visibility and meet budget parameters.
  - Supervised and directed a high-performing production team to ensure the festivals vision and brand were accurately represented.
  - Ensured that the release of digital material was met in a timely fashion by the efficient and effective management of personnel and resources.
  - Record and edit conferences, events, classroom sessions, and lectures for various departments at NSU.
  - Help create media content for various departments for promotional use of the school to bring awareness or potential sponsorship.
  - Produce music videos, promotional videos, and company profiles for clients
- Projects completed for Kia Vans Warped Tour, KSU Peace Project, Kids & .
- Baseball, WNBA's Keisha Brown BankShot camp, and Ignition, Inc.