

# Robert Smith

## Freelance Producer

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## SUMMARY

Freelance Producer is to manage a variety of digitally focused work streams. In this role you will talk to clients, distill their requests and proactively recommend ways to help their business.

## SKILLS

Management, Organizing.

## WORK EXPERIENCE

### Freelance Producer

ABC Corporation - March 2008 – June 2013

- Leads client status calls & meetings
- Creates detailed briefs for internal project teams
- Responsible for Daily management of internal agency teams and external client teams
- Creates detailed recap notes and status reports after internal and external meetings
- Ensures product, creative and technical deliverables align with expectations
- Collaborates with internal teams to create work and ensure it aligns with client expectations
- Assembles and manages production teams and liaise between clients and creative teams to map out production schedules and deliverables.

### FREELANCE PRODUCER

ABC Corporation - 2006 – 2008

- General responsibilities as a producer included executing and overseeing every aspect of a large scale commercials, infomercials, corporate films and web productions.
- Produced national and international television and radio commercials, and infomercials.
- TBWA Chiat Day Advertising, Los Angeles / Homestore.Com Air Creative, Los Angeles / Entertainment Tonight/Paramount Pictures Studios Euro RSCG Tathem, Chicago, IL/ Proctor & Gamble, Red Lobster, Clearasil, Company Special Awards Presentation Draft Worldwide,.
- Coordinated every aspect of the production from inception &quot;creative&quot; to final cut supervision.
- Included preparing budget, bidding directors, music supervision, casting talent, supervision of color correction, animation and all post production and client communication..
- This is Dummy Description data, Replace with job description relevant to your current role.
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## EDUCATION

Bachelor of Arts in Communications/Journalism - (Southern Illinois University at Carbondale)