

Freelance Producer

ROBERT SMITH

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Objective

Detail oriented special events producer with strong communication skills and excellent organization skills. Tech savvy, travel savvy, highly motivated self-starter, personable, and adaptable to the ever-changing live-events environment. Looking for a management position with a dynamic, forward thinking events company.

Skills

Client Relations, Production Management, Multi-Tasking, MS Office.

Work Experience

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ABC Corporation - October 2010 - December 2013

- Created a contest to find an unsigned band to participate in the One Track Find contest.
- Transformed a local rock box in Austin, TX into the headquarters for the promotion of One Track Find.
- Created excitement and a sample of the brand. Advertised agencies and brands that support their programming.
- Activated a true unique upfront from concept to completion.
- Worked with venue, vendors, and talent to create an Upfront that ran seamlessly.
- Created a one of a kind VIP experience. Production Coordinator and ATM o From researching, location scouting.
- Responsible for the day-to-day operation and planning of each event.

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MOMENTUM WORLDWIDE - 2006 - 2010

- Collaborated with account, creative, strategy & digital teams to create innovative & executable projects.
- Employed & managed labor, event staff, production crew & vendors for the extent of various activations.
- Partnered with the senior leadership teams in the hiring & management of brand ambassador staff.
- Negotiated with vendors from budgeting to execution to ensure client cost & creative expectations were met.
- Provided out of the box strategies to adjust project execution & creativity within a live event setting.
- Maintained integrity of client branding by developing staff & insuring all assets remain up to brand standard.
- Key Accounts Diageo, JW Marriott Hotels & Resorts.

Education

