

ROBERT SMITH

Jr. Freelance Producer

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SUMMARY

Experienced in Public Relations and Freelance Creative Producer for major corporations as well executive producing TV shows on Manhattan Public Access Channel . To make career in media have a passion helping clients achieve their dreams and goals as well as own.

SKILLS

Budgets, Production, Producing, Event Planning, Marketing, Event Marketing,.

WORK EXPERIENCE

Jr. Freelance Producer

Various Locations Across The U.S. - September 2013 – 2020

- Worked with the Dusse brand team to execute VIP areas for ROC Nation, Live Nation and specialty bars in the Artist tents.
- Managed all logistics for the event including set up of each area, product orders, furniture/decor and staffing for the weekend event.
- Traveled from city to city executing the Dusse VIP lounge for the Nicki Minaj Tour.
- Charged with travel logistics for the VIP room equipment.
- Managed a budget, personal travel and day of execution in each city.
- Worked with catering managers in each venue to arrange proper staffing, the fulfillment of order requests, and security.
- Coordinated the Tastemade events in New Orleans and worked with locals to produce amazing.

Freelance Producer

Freelance - 2009 – 2013

- Lead Producer for a NYFW runway show.
- Main point of contact for client, venue, vendors, and sponsors.
- Created and managed master budget, calendar, and production schedule.
- On-site management and backstage supervision day of show.
- New York Fashion Week SS16; Bibhu Mohapatra Runway Show.
- Managed scheduling, budgeting, payroll, contractual negotiations, staffing and line.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelor's in Business and Government - 2000(Liberty University - Lynchburg, VA)