

# Robert Smith

## Lead Freelance Producer

### PERSONAL STATEMENT

Freelance Producer is to communicate efficiently with the producer and director about the audio needs of the show. to build full playlists, audio mix, and be proficient with troubleshooting issues

### WORK EXPERIENCE

#### **Lead Freelance Producer**

**MOMENTUM WORLDWIDE - March 2013 - 2020**

##### *Responsibilities:*

- Partners with account management and participates in conceptual and production planning meetings to provide project status (including potential risks) to the teams
- Acts as the main point of contact for all production related matters on the event related to planning and execution
- Works effectively and calmly with clients as well as lead the production team and show crew on day of show operations for live events
- Owns and distributes all key production information throughout our organization, vendor partners, and freelance team
- Creates and drives internal and external timelines at a macro level (high level checkpoints) as well as a micro level (by task during load in, event execution, and load out)
- Oversees the internal production process for live events from conception to execution, load out, final billing and closeout, and preparation for the future events;
- Ensures vendor partners not only provide a quality product but also integrate seamlessly into our operation

#### **Freelance Producer**

**ABC Corporation - 2008 - 2013**

##### *Responsibilities:*

- Produced multiple promotional elements for Discovery HD Theater marketing team.
- Working with outside vendors, talent, editors, other producers, sound engineers, and graphic artist.
- Wrote, designed, and produced on-air Banners and Ad Sales elements.
- o Worked with in-house and out-of-house editing teams to complete production.
- Effectively coordinated with Discovery internal departments (Ad Sales, Legal, Edit)
- Obtain all materials and clearances needed to finalize all projects..
- This is Dummy Description data, Replace with job description relevant to your current role.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Adobe Photoshop,  
Management, Expense Reports, Event Planning, Event Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

**Education**

Bachelor's