



CHELSEA EE

ASSISTANT PRODUCER
(TV PRODUCTION)

PERSONAL PROFILE

I have over 2 years of experience as an assistant producer in both production house and network environments.

Outside of work, I'm a single mum of two very adorable rescue dogs, aspiring coder, and fan of Dungeons & Dragons podcasts.

SKILLS & ABILITIES

Expert

- Microsoft Word/Excel/Powerpoint
- Google Suite

Intermediate

- Adobe Photoshop/Lightroom/Premiere Pro

Beginner

- Adobe After Effects
- AegiSub

Soft Skills

- Self-starter
- Team player
- Strong work ethic
- Time management
- Problem solving
- Communication & listening

CONTACT ME!

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CAREER BACKGROUND

Assistant Producer | Viacom International Media Networks (MTV & Comedy Central Asia)

Jan 2019 - Nov 2019 (11 mos)

- Created & managed detailed production and delivery schedules for both teams and client
- Oversaw post-production process, timelines and assets
- Did up call sheets and schedules for shoots
- Facilitated communication between all stakeholders
- Monitored timelines to ensure tasks and deliveries are executed on schedule
- Worked with legal to for music rights and media clearances
- Created decks for pitches and internal management
- Reported directly to the Director of Content & Production

Assistant Producer, Assistant Writer | Long Story Short

Jun 2018 - Sep 2018 (4 mos)

- Organised production for a week long shoot in Japan
- Handled budget, travel plan, talent and logistics on shoot
- Crafted questions for and conducted pre-interviews with potential contributors
- Did fact-checking and research for scripting
- Created decks for potential partners and sponsors

Assistant Producer / Intern | IFA Media

Internship: Sep 2015 - Feb 2016 (6 mos)

Assistant Producer: Feb 2016 - June 2016 (5 mos)

- Researched on and acquired logistics for men's pregnancy challenges
- Reached out to potential location or service sponsors and contributors
- Prepared research decks and sheets
- Contributed ideas for story, challenges and treatment
- Created callsheets for day-to-day shoots

PREVIOUS EDUCATION

National University of Singapore (2016 - 2019)

Bachelor of Arts (B.A., Philosophy)

Singapore Polytechnic (2013 - 2016)

Diploma in Creative Writing for Television & New Media