

MICHAEL ANDERSON

Digital Production Coordinator

- San Francisco, CA
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Detail-oriented Digital Production Specialist with a focus on enhancing user experience through innovative digital content. With over 7 years in the digital production domain, this professional excels in creating visually compelling and informative content that drives engagement and conversion. Skilled in utilizing various digital tools and platforms to streamline production processes and improve content quality.

WORK EXPERIENCE

Digital Production Coordinator | Dynamic Digital Agency

Jan 2022 – Present

- Coordinated the production of digital content across multiple channels.
- Managed timelines and deliverables to ensure projects were completed on schedule.
- Collaborated with creative teams to produce engaging multimedia content.
- Analyzed production workflows to identify opportunities for efficiency gains.
- Maintained digital asset libraries for easy access and retrieval.
- Engaged with clients to understand their content needs and project specifications.

Assistant Digital Producer | Next Generation Media

Jul 2019 – Dec 2021

- Assisted in the production of various digital content formats.
- Supported project managers in tracking project progress and timelines.
- Conducted quality checks to ensure content met branding standards.
- Participated in team meetings to discuss project strategies and updates.
- Maintained communication with stakeholders regarding project status.
- Engaged with audiences through social media to promote content.

SKILLS

Digital Content Coordination

Project Management

Team Collaboration

Audience Engagement

Quality Assurance

Communication

EDUCATION

Bachelor of Arts in Communication

2015 – 2019

University of Florida

ACHIEVEMENTS

- Improved project delivery times by 25% through enhanced coordination.
- Recognized for outstanding contributions to a successful digital campaign.
- Successfully managed multiple projects simultaneously, meeting all deadlines.

LANGUAGES

English

Spanish

French