



MICHAEL ANDERSON

PRODUCTION COORDINATOR

PROFILE

Dynamic and detail-oriented Production Coordinator with a robust background in live event management and corporate video production. Over 5 years of experience in orchestrating large-scale events, ensuring meticulous attention to detail and adherence to client specifications. Proficient in utilizing cutting-edge technology to enhance production quality and audience engagement. Effective at managing cross-functional teams and liaising with vendors to ensure seamless execution of all production elements.

EXPERIENCE

PRODUCTION COORDINATOR

Event Horizon Productions

2016 - Present

- Coordinated logistics for over 50 live events, managing timelines, resources, and client relations.
- Developed and maintained detailed project plans to monitor event progress and budget adherence.
- Collaborated with technical teams to ensure high-quality audio-visual setups for events.
- Negotiated contracts with vendors, achieving cost savings of 20% on production expenses.
- Executed post-event evaluations to gather feedback and improve future productions.
- Managed on-site production staff, providing direction and support throughout each event.

ASSISTANT PRODUCTION COORDINATOR

Corporate Media Solutions

2014 - 2016

- Assisted in the planning and execution of corporate video shoots, ensuring all production needs were met.
- Coordinated schedules and communicated with clients to confirm project details and requirements.
- Maintained production equipment and supplies, ensuring readiness for each shoot.
- Supported the editing team by organizing footage and managing project files.
- Facilitated communication between creative teams to align on project objectives.
- Documented production processes and created reports for client review.

CONTACT

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SKILLS

- Event Management
- Client Relations
- Budget Management
- AV Coordination
- Problem Solving
- Team Leadership

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN
COMMUNICATION, NEW YORK
UNIVERSITY

ACHIEVEMENTS

- Coordinated a high-profile event attended by over 1,000 participants, receiving exceptional client feedback.
- Recognized as 'Employee of the Month' for outstanding performance in project delivery.
- Increased event attendance by 25% through effective marketing strategies.