



# Michael ANDERSON

## PRODUCTION COORDINATOR

Innovative and detail-focused Production Coordinator with a strong background in documentary filmmaking and educational media. Over 6 years of experience in managing production logistics, fostering collaboration among diverse teams, and ensuring adherence to project timelines. Proven ability to navigate the complexities of documentary production, including research, interviews, and location management. Skilled in utilizing advanced editing software and production tools to enhance storytelling.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Documentary Production
- Research
- Scheduling
- Editing Software
- Team Collaboration
- Communication

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

#### BACHELOR OF ARTS IN DOCUMENTARY FILMMAKING, STANFORD UNIVERSITY

### ACHIEVEMENTS

- Produced a documentary that was featured at an international film festival.
- Increased audience engagement by 40% through targeted outreach initiatives.
- Recognized for outstanding contribution to educational media at the Annual Media Awards.

### WORK EXPERIENCE

#### PRODUCTION COORDINATOR

Documentary Collective

2020 - 2025

- Coordinated all aspects of documentary production, from pre-production planning to post-production editing.
- Managed crew schedules and facilitated communication between directors and production staff.
- Oversaw location scouting and secured necessary permits for filming.
- Collaborated with researchers to ensure accuracy and depth in content.
- Implemented project tracking systems to monitor progress and budget compliance.
- Organized community screenings and facilitated audience engagement discussions.

#### ASSISTANT PRODUCTION COORDINATOR

Educational Media Group

2015 - 2020

- Assisted in the production of educational videos, managing logistics and scheduling.
- Supported script development and collaborated with subject matter experts for content accuracy.
- Maintained production equipment and ensured readiness for each shoot.
- Documented production processes and compiled reports for stakeholders.
- Coordinated with editing teams to organize footage and provide feedback.
- Facilitated communication between production teams and educational institutions.