



MICHAEL ANDERSON

UNIT PRODUCTION MANAGER

PROFILE

Meticulous Unit Production Manager with extensive experience in television production, adept at transforming creative concepts into compelling visual narratives. Proficient in managing large-scale productions, from pre-production planning to post-production oversight. Recognized for exceptional organizational skills and the ability to lead cross-functional teams in high-pressure environments. Committed to fostering strong relationships with stakeholders to ensure project alignment and success.

EXPERIENCE

UNIT PRODUCTION MANAGER

Prime Time Productions

2016 - Present

- Directed production logistics for over 50 television episodes, ensuring smooth operations.
- Managed a team of over 30 crew members, fostering a collaborative and efficient work environment.
- Developed comprehensive production schedules, facilitating timely completion of projects.
- Oversaw budget management, achieving a 10% cost savings through resource optimization.
- Coordinated with the creative team to align production capabilities with artistic vision.
- Implemented safety protocols that reduced on-set incidents by 40%.

ASSISTANT PRODUCTION MANAGER

Daily Show Productions

2014 - 2016

- Supported production management for live broadcasts, ensuring real-time problem-solving.
- Coordinated logistics for guest appearances and on-location shoots.
- Maintained communication with vendors and suppliers to secure necessary equipment.
- Monitored daily production budgets, providing reports to senior management.
- Assisted in casting and crew selection, enhancing production quality.
- Developed training materials for new staff, improving onboarding efficiency.

CONTACT

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- San Francisco, CA

SKILLS

- Television Production
- Team Management
- Budget Oversight
- Scheduling
- Communication
- Safety Management

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN MEDIA
PRODUCTION, NEW YORK UNIVERSITY

ACHIEVEMENTS

- Received the Excellence in Production Award at the Television Academy Honors 2023.
- Streamlined production processes, resulting in a 15% increase in operational efficiency.
- Successfully managed a live broadcast event viewed by over 2 million viewers.