

Freelance Producer 2017 - Current

Clients:

- Google
- The Portland Insider

Instrument // Producer 2017

- Responsible for both client relations and campaign production
- Worked closely with creative teams to translate ideas into project plans and deliverables across multiple projects and platforms
- Coordinated with internal teams across departments and leveraged external vendors to define requirements throughout the life of a project
- Developed timelines, budgets, scope documents, and identified technical considerations all while staying within budget and delivering on time
- Responsible for documenting change requests, facilitating meetings, reviewing all deliverables for quality and accuracy, maintaining project documentation and identifying risk
- Clients: LinkedIn, Facebook, Dropbox & Snapchat

Wieden+Kennedy // Studio Manager 2016 -2017

- Directly managed a team of 4 designers
- Oversaw the creation of large scale OOH campaigns, logos, style guides, website design, packaging, static elements for broadcast, and retail displays
- Responsible for creating and maintaining estimates, status updates, POs for vendors, and project tracking tools
- Worked directly with digital and broadcast producers, project managers, account executives, accounting/billing, art directors, and creative directors to bring a project to life
- Responsible for hiring, employee retention, internal performance reviews, and resource management
- Clients: Dodge/Chrysler & Verizon

AKQA // Freelance Producer 2015

- Responsible for the Producer tasks outlined above
- Served as a client-facing member of the digital team
- Client: Nike

Anomaly // Producer 2014 - 2015

- Responsible for the Producer tasks outlined above
- Produced web videos from concept to delivery
- Clients: Google, Budweiser, Captain Morgan, Converse, & Panera

Charity: Water // Producer 2013 - 2014

- Worked closely with executives and department heads to define project requirements
- Served as a Scrum Master for Agile project development and worked alongside the Product Manager to update and improve their website

Wieden+Kennedy // 2007 - 2013

2010 - 2013 // Producer - Responsible for the Producer tasks outlined above

2008 - 2010 // Digital Coordinator & Studio Coordinator - Assisted two department heads

2007 - 2008 // Studio Coordinator - Assisted one department head and recruited design talent