**OBJECTIVE:**

An experienced video and digital content producer seeking a challenging full-time position to manage video and audio production utilizing my advanced skills, education, and extensive training.

**SUMMARY OF QUALIFICATIONS:**

* Experienced content manager and video producer who uses analytics to dictate content posting with demonstrated audience growth for lifestyle and brands
* Content producer specializing in public facing storytelling (e-commerce and organization emails, press releases, grants, social media, video, copywriting, narrative and nonfiction video scripts, educational materials)
* Award winning writer/producer of videos that have premiered all over the world

**PROFESSIONAL EXPERIENCE:**

**PAULARIZZO.COM/LISTPRODUCER.COM Remote Position**

Digital Content Producer August 2021 - present

* Showrunner for live-streaming interview format half-hour show featuring Emmy Award winning news producer (researching and fact-checking experts to invite to interview)
* Dictate content schedule based on analytics and maintains posting schedule with content management system
* Draft and edits digital content (written and video) by weekly deadlines (blogs, articles, newsletters, social media, emails, promotion, videos, scripts)

**FREELANCE PROJECT MANAGER/PRODUCER New York, NY**

August 2012 - present

* Main point of contact for vendors, high profile actors, crew members, investors, and donors
* Manage relationships with investors, donors, and regular vendors
* Produce award winning videos that have premiered all over the world
* Write and develop scripts to develop stories that address creator goals
* Hiring and contract manager for freelance crew and cast, working with unions and drafting legal documents when necessary
* Negotiate rates for vendors, crew, cast, and locations for special projects
* Create budgets and tracking expenses
* Manage projects from pre-production through post-production to hit timelines, deadlines, and stay under budget, tracking progress with various workflow programs
* Create and edit public facing promotional materials

**TOCCA LLC New York, NY**

Junior Copywriter/E-Commerce Coordinator/ Customer Service ManagerJanuary 2018 – present

* Create scripts based on story boards for nationally used for educational materials wholesale clients that reflects the TOCCA branding and voice
* Coordinate E-commerce projects and provide input for upcoming product promotion schedules and ideas
* Create all scripts for customer service inquiries
* Draft consumer-facing communication including: e-commerce e-blasts, website copy, link ads/promotions, product names, package copy
* Identify issues trending among customers and devise/implement solutions

**TECHNICAL KNOWLEDGE:**

Microsoft Office Suite, Familiarity with gear rentals across all film departments, Mac systems, Aweber, Asana, Airtable, Slack, Canva, iMovie

**EDUCATION:**

BACHELOR OF ARTS, THEATER - BUCKNELL UNIVERSITY (2012)