

Hope Bristow

Producer/Production Assistant

ABOUT

Project management, marketing coordination, budget management, liaison, logistics

PROFESSIONAL EXPERIENCE

FREELANCE, PROJECT MANAGER/ COORDINATOR • Present

WOODBINE, ACCOUNT COORDINATOR • 10 years

- Create project timelines, facilitate internal and external project feedback and development
- Oversee production coordination for projects such as broadcast commercials, sales videos, radio, signage and print
- Project budgeting including project estimates, invoicing and annual budget allocation development and monitoring
- Coordinate print production needs

ADPLEX, ACCOUNT MANAGER • 6 years

- Senior account manager for pre-press graphics department.
- Evaluate personnel, technology resource needs and profitability for new accounts.
- Manage internal workflow process, team assignments and day-to-day project activities

PASCALE & ASSOCIATES, PRODUCTION MANAGER • 6 years

- Coordinate outside production needs for print, broadcast, radio and special projects
- Develop and coordinated internal workflow
- Provide estimates invoicing and responsible for monitoring costs associated with projects for internal and external needs to not exceed budget parameters

COYNE BEAHM, ASSISTANT PRODUCTION MANAGER • 5 years

- Assist production manager with securing prepress and printing bids, scheduling photography, coordinating talent needs and project budgeting
- Assist marketing manager to develop client presentation materials and special projects
- Oversee graphic design staff and provided mechanical quality control check
- Assist business operations department with payroll and expense data entry

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