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## Supervising Producer Resume

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### Job Objective

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Looking for work as a Supervising Producer in which to practice my skills, enhance my career and help company advance as a business.

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### Work Experience:

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Supervising Producer, April 2008 – Till Date

Discovery Channel Global Education Partnership (DCGEP), Drain, OR

- Managed the annual production budget for the organization,.
- Devised plans for the finance and legal management of each of the productions individually.
- Participated in reviewing and editing process of the production.
- Prepared the budget and the scripts for production and finalized the audio for the project and scout for talent accordingly.
- Maintained working relationships with the vendor and external partners to facilitate the production.
- Produced programs that have a global appeal to it and sourced ideas for programs with the help of the issues present in the world.

Supervising Producer, January 2004 – March 2008

MTV Networks, Drain, OR

- Coordinated with the editorial team in creating various ideas that will appeal to its target audience and sponsors.
- Assisted the legal department in analyzing the various agreements and payments to the outside vendors.
- Supervised the production on an everyday basis and allocated resources accordingly.
- Prepared the documentation for the production such as mentioning the functional specifications.
- Interfaced with the research department to track the metrics on the website and then work on the findings.
- Streamlined the production of the live shows and post shows feeds for the website.
- Helped the internal groups in the organization to resolve any issues.

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### Summary of Qualifications:

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- Sound knowledge of editorial in an cross cultural environment
- Operational knowledge of supervising the outside producers
- Familiarity with all aspects of production and producing in and for developing countries
- Ability to manage multiple producer and projects
- Ability to maintain working relationships with the internal and external partners

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### Education:

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Bachelor's Degree in Broadcast Journalism, Russell Sage College, Troy, NY

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