

# ERIN PENDLETON

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Creative Producer with 8+ years of experience leading multimedia storytelling and branded campaigns across digital, social, and live platforms. Proven success with cross-functional teams and optimizing production pipelines. Skilled in content strategy, post-production, and workflow automation.

## EXPERIENCE

**NOVEMBER 2023 – PRESENT**

**LEAD POST-PRODUCER (CONTRACT), AMAZON PRIME VIDEO BRAND SOCIAL**

- POC for cross-functional teams (brand & title Leads, global ops, QC, new workflow or tool implementation)
- Spearheaded team ops from ideation to QC + asset versioning across all platforms/handles.
- Quadrupled team's quality output deliverables within 6 months by identifying and implementing updated workflows, integrating 3<sup>rd</sup>-party retouching, and automating tracking systems.
- Produced and captured live events including the inaugural Amazon UpFront 2024, Tribeca Film Festival, SXSW, Prime Video Original premieres, and more!

**MAY 2018 – PRESENT**

**PRODUCER / CMO / DIT / CAMERA, NINJA TOASTER PRODUCTIONS**

- Contributed to creation & distribution of films, shows, pilots, documentaries, podcasts, marketing campaigns, and branded content, including those of community empowerment, cultural preservation, and social impact..
  - Discovery Channel, Tyler Perry, Norman Lear, Rev. Al Sharpton, Celebrity Golf Assoc., NAACP Awards, Wells Fargo, Griot Awards, Hurricane Dorian, Miami Dolphins, SSM Nashville Records (social media content creation to management for artists).
- Led disaster relief efforts from awareness through execution, coordinating volunteers, goods & rescue.
- Serviced and created pipeline for end-to-end programmatic AI, social and billboard marketing from creative ideation to execution.

**NOVEMBER 2021 – MAY 2025**

**ASSISTANT EDITOR / QUALITY CONTROL SPECIALIST, IMDB ORIGINALS**

- Solely completed QC workflow for video + static IMDb Originals for web + social flight. (Vid TRT = 15 sec to 1.5hrs).
- Performed real-time QC for global premieres, film festivals, awards, and all live events.
- Collaborated with editorial staff to ensure delivery excellence and compliance.
- Created & QC'd all ancillary graphic design + interactive festival deliverables (trivia, menus, etc.).

**AUGUST 2022 – JULY 2023**

**PRODUCTION SPECIALIST (CONTRACT), AMAZON GLOBAL PRODUCTIONS**

- Streamlined social-led marketing campaigns that complimented full scope campaign as well as coordinated capture to align with show/film schedule for a seamless talent experience.
- Facilitated production from ideation to asset delivery across cross-functional teams, vendors, production partners, and influencers.
- Crafted from scratch a department-wide onboarding/training resources.
- Supported live activations, global press tours, and red carpet production
  - Key projects: NY Comic-Con, Jack Ryan, Reacher, Citadel, The Peripheral, The Consultant

**AUGUST 2021 – DECEMBER 2021**

**H&S ASSISTANT MANAGER (TESTING) / LEAD COORDINATOR, HBO WESTWORLD**

- Coordinated tier-classed COVID testing and created daily master set-access list for up to 1,000+ crew and talent across multiple filming locations locally and internationally.

## JUNE 2021 – AUGUST 2021

### COO / COORDINATOR / ON-SET MONITOR, VIACOM NICKELODEON

- Ensured seamless scheduling of COVID tests for *all* cast and crew
- Managed master compliance list, allowing production to be compliant while sustaining scheduled filming.
- On-set monitor for daily compliant sets, dispersing supplies, cast/crew education, etc.

## OCTOBER 2016 – AUGUST 2018

### COMMERCIAL ACCOUNT MANAGER (CISR), MCANALLY WILKINS

- Maintained policy records with AMS360 to manage oil & gas and trucking indemnity portfolios.
- Prepared proposals, supported client meetings, analyzed policies, resolved discrepancies, and reconciled billing reconciliation.

## AUGUST 2013 – OCTOBER 2016

### COMMERCIAL ACCOUNT MANAGER (CISR), FRATES INSURANCE

- Analyzed, serviced, and reconciled accounts to ensure proper coverage and compliance.
  - Solely managed OK Physician Insurance Program with \$1MM+ annual premiums.
- Built and retained long-term client and carrier relationships.
- Developed specialized programs, including a statewide food truck insurance plan and the Oklahoma Option Workers' Comp alternative (also produced educational events).

## EDUCATION

### AUGUST 2013

#### B.SC., ALLIED HEALTH SCIENCES, SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

- Minor: Spanish

### MAY 2010

#### A.S., GENERAL STUDIES, REDLANDS COMMUNITY COLLEGE

## SKILLS / TOOLS / PLATFORMS

- |                                  |   |                    |
|----------------------------------|---|--------------------|
| • Team Leadership                | • Suites: Google, Adobe, Microsoft, Meta Business | • Smartsheet       |
| • Cross-Functional Collaboration | • Podcasting & Interviewing                       | • Slack            |
| • Agile Project Management       | • Event Planning                                  | • Hootsuite        |
| • Workflow Optimization          | • Airtable  | • DropBox          |
| • Storytelling                   | • Canva Pro                                       | • Box              |
| • Photography & Videography      | • Frame.io  | • MASV             |
| • Post-Production                | • Social Media Platforms                          | • Iconik           |
|                                  |   | • 3PlayMedia & REV |

## ACTIVITIES / AWARDS

- Advisory Board Member, CalPoly Pomona Enterprises
  - Women in Leadership Executive Education Program (2023 – 2024)
- Phi Theta Kappa Honor Society
- Public Speaker: Bethel Foundation, OKC, OK
- Former Rape Advocate: YWCA, OKC, OK
- Former collegiate athlete: basketball (full scholarship), softball
- 16<sup>th</sup> Shorty Awards (2023)
  - Bronze Honor in Interactive Content
    - Prime Video's Citadel Meta chatbot experience