



Caroline Palumbo

(405) 627-5632 | E: carolinefae2009@gmail.com

Oklahoma City, OK 73106

<https://www.bancfirst.tv/loyaltv/>

PROFESSIONAL SUMMARY

Skilled Video Producer offering six years of expertise in overseeing all aspects of video production. Focused on providing innovative work consistent with the established vision and within budget. Deadline-oriented with exceptional time-management techniques. Professional in supervising staff and networking with industry leaders.

SKILLS

- Leading production crews
- Pre-Production Planning
- Preparing sets
- Interview management
- Post-production expertise
- Budgetary control
- Directing experience
- Project coordination
- Staff supervision
- Avid
- Casting
- Microsoft Office
- Developing concepts
- Audacity
- Project Management
- Google Sheets

WORK HISTORY

SENIOR PRODUCER/ FILM TEAM LEAD *11/2021 to CURRENT*
Flight Agency. | Oklahoma City, OK

- Fulfilled duties as a production manager for the video department. Managing all assignments for my team of producers, editors, and cinematographers.
- Acted as account executive for all major clients while fulfilling my roles as a video producer
- Responsible for team culture and morale.
- Oversee creative development and filming of different types of video content.
- Produced and edited high impact segments and stories.
- Liaised between departments to create and execute elements for programming.
- Developed brand content by pitching ideas, developing concepts, producing online content, and contributing to commercial spots.
- Facilitated development of innovative scripts and storyboards.
- Oversaw and managed video production needs for diverse audiences on behalf of direct advertisers and programmatic buyers.

- Managed and coordinated all post-production aspects, including video editing, motion graphics design, compositing and quality assurance reviewing.
- Wrote program content and produced broadcast segments.
- Streamlined processes to minimize production delays and achieve intended strategy.
- Improved productivity initiatives by effectively managing budgets and accounts and coordinating itinerary and schedules.

VIDEO PRODUCER

10/2015 to 11/2021

Ackerman McQueen Inc. | Oklahoma City, OK

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EDUCATION

| Broadcast Journalism (4 years but uncomplete)

University of Central Oklahoma, Edmond, OK

ACCOMPLISHMENTS

- Gold Addy Award for Branded Content & Entertainment for Online Film, Video, and Sound 2018
- Silver Addy Award for Internet Commercial Campaign 2018 "LoyalTV"
- Bronze Addy Award for branded Content "LoyalTV" 2019
- Bronze Addy Award Webisode Series "LoyalTV" 2019