

# EMMA HANKEY

## Creative Producer

### CONTACT

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### EDUCATION

#### University of Central Florida

Master of Science  
Digital/Destination Marketing  
Event Management

#### Grand Valley State University

Bachelor of Arts  
Media Production  
Producing & Post-Production  
General Business

### SKILLS

- Organized
- Efficient
- Detail Oriented
- Persistent
- Proactive

### SOFTWARES

- Asana
- Hubspot
- Microsoft
- Google Suite
- Wix
- DaVinci Resolve
- Adobe Creative Suite
  - Premiere Pro
  - Audition
  - After Effects
  - InDesign
  - Illustrator
  - Photoshop
  - Lightroom

### SOCIAL PLATFORMS THAT I MANAGE

- Instagram
- LinkedIn
- Facebook

### PROFILE

I have 3+ years of experience managing multiple simultaneous productions, live experience projects, and broadcast events for both client and internal projects. I have an intense appreciation and aspirational understanding of production management, project coordination, and other creative processes for film, events, and social media management. I plan to continue my career in the field of production within the digital marketing and event creative space.

### WORK EXPERIENCE

#### Associate Producer

2023 - Present | edgefactory | Full-Time

- Manages all aspects of production, including pre-production planning and logistics, vendor liaison, onsite execution, and post-production schedules and deliverables
- Initiated and oversees the digital marketing strategy and content creation before, during, and after productions/events for the company's social posts and highlight reels
- Collaborates with the Director of Production and Account Manager to execute creative assets in alignment with the client's vision
- Monitors delivery of assets to ensure contract deliverables are met within scope and according to the production timeline

#### Production Coordinator

2022 - 2022 | Dear World | Full-Time

- Managed 10-15 digital events, live projects, and productions for both client and internal projects
- Updated budget breakdowns for each project in different markets
- Secured production gear from rental houses in global cities
- Interviewed and contracted the crew for digital and global events
- Maintained project management software, Asana, setting milestones tasks, and subtasks, in collaboration with the CEO and Producers

\*\*\* Due to structural rearrangements, this position no longer exists

#### Broadcast Production Assistant / Coordinator

2021 - Present | The Walt Disney Company | Contract

- Completes request forms for catering, talent, and location bookings
- Coordinates travel logistics for talent, vendors, and crew
- Creates and distributes production schedules to crew and supporting vendors
- Delivers field support by gathering equipment and communicating logistics
- Documents project meetings to relay to participating departments

#### Cannes International Film Festival Intern

2019 | Production | American Pavilion

- Produced digital content for the American Pavilion and Corkcicle during red-carpet events for digital and social use
- Key point of contact with the media team for workflow progress, project budgets, and client contracts
- Designed and created digital/motion graphics for the 2020 American Pavilion brand and social profiles
- Scheduled meetings, managed project expenses, prepared proposals and acted as a liaison with American Pavilion partners