

Jill Schaeffer

+1 423 774 2174
jillschaeffer.com
schaeffer.jill@gmail.com

Qualifications

- Consistently demonstrates ability to troubleshoot, provide solutions, and work effectively under pressure
- Strong understanding of web, social, mobile, and emerging technologies, as well as the ability to develop and implement schedules and budgets of various scopes and sizes
- Knowledge of Agile project management workflows, integrated marketing campaigns, and broadcast and digital video production and post production
- Highly developed interpersonal and communication skills

Experience

Producer, Eclipse Creative 2017 -

- Coordinated day-to-day team workflows and client communication to ensure timely project delivery, within scope and budget
- Accurately identified and assessed scope changes and impact to schedule and budgets up to \$2m
- Clients included: Magnolia Network, HGTV, Food Network, The Weather Channel, Cartoon Network Latin America, and Avanos Medical

Digital Producer, Rogues Gallery 2015-2017

- With an international team, produced the largest live stream event in Asian history for Chevrolet's 2016 TRAX Unlock the City campaign
- Managed cross-disciplinary teams to deliver projects for Chevrolet, Fairfax Media, Cisco, and Rabobank
- Presented recommendations and led result-driven meetings and workshops to ensure results and provide insights

Digital Producer, Ogilvy Australia 2013-2015

- Gathered requirements, built project roadmaps, and managed schedules and budgets while breaking down barriers and blockers for project team
- Worked closely with Scrum Masters, Project Managers, Tech Leads, UX and QA teams in integrated agency environment
- Responsible for integrated digital content, website CMS, and video projects from initiation through delivery
- Managed communication flow through approvals, feedback, and input with multiple client and internal stakeholders
- Clients included: American Express, Coca-Cola, Kleenex, and Bayer

Education

Southern Adventist University
B.S. Film Production & B.A. International Studies

Tools & Proficiencies

Jira/Confluence
Microsoft Office
HubSpot
Google Suite
Adobe Suite
Showbiz Budgeting
Movie Magic Budgeting
Quickbooks