

Charlie Holden-Corbett

holdencorbett@gmail.com
4629 N. Winchester Ave. #116
Chicago, IL 60640
(818) 209-5409

EXECUTIVE SUMMARY

Experienced Producer, Project Manager, and Creative Collaborator with a professional track record of excellence and strong rapport with both senior executives and creative teams at companies such as Crain's, Disney and Nickelodeon. Strong proficiency with database management software including Excel, FileMaker Pro, and GDI.

AREAS OF EXPERTISE

Professional

Producer
Project Manager
Production Supervisor
Advertising Coordinator
Project Coordinator
Strategic Development
Budgeting
Scheduling/Timelines
Project Workflow
Brief Writing
Editing
Multimedia Development
Web Development
Marketing

Personal

Creative Collaborator
Excels Under Deadlines
Solution Oriented
Detail Oriented
Team Leader
Problem Solver

Computer

Database Management
Microsoft Office
Marketo
Brightcove
AVID
Final Cut Pro
Motion
Soundtrack Pro
DVD Studio Pro
Adobe CS6

RELEVANT PROFESSIONAL EXPERIENCE

Corbett Communications Chicago, IL
Producer/Account Executive 2014 – 2017

Managed website creation, video production, and online survey development for educational institutions and corporate clients

- Pitched strategies to clients detailing how to achieve business goals and drive success
- Supervised website development, ensuring the creation of engaging content to increase viewership
- Developed online surveys to attract visitors while also analyzing their understanding and awareness of company products
- Produced high-quality video content for both educational and promotional purposes

Crain's Business Insurance Chicago, IL
Project Manager (Contract) 5/2016 - 8/2016

Managed special projects, including print and online advertisements, while building relationships with top-tier insurance companies and agencies

- Developed schedules and project timelines, contacting necessary parties to set realistic goals and ensure timely completion
- Managed a team of freelancers to create print and digital ad content; confirmed accuracy and timeliness of deliverables
- Facilitated kick-off meetings with clients, internal stakeholders, and freelancers, verifying that project goals were clear and that all parties were content with outcomes
- Partnered with creative agencies to guarantee business goals and client expectations were met
- Created monthly reports to present web metrics and ad numbers

Congregation of Holy Cross Notre Dame, IN
Seminarian 2012 – 2014

Coordinated various programs while discerning a possible vocation with a congregation whose core missions are education and media ministries such as the University of Notre Dame and Family Theatre Productions. Provided ministry support and media services while evaluating implementation of best standards and practices.

- Increased exposure of community events by 50% through new social media initiatives
- Produced a video documentary that led to a 25% increase in awareness of programs
- Led community events such as charity auctions and summer camps for hundreds of participants, representing record levels of participation

EDUCATION

Act One Executive Program

Hollywood, CA

Creative Executive/Producer Training
Summer 2007

University of Notre Dame

Notre Dame, IN

• Additional coursework in
Philosophy & Theology, 2012-2014

• M.Ed., May 2003

Alliance for Catholic Education

• BA, May 2001

Film and Television & English

HONORS & AWARDS

IGN's Best of 2012 Awards

Legend of Korra: Best Animated Series

ACTIVITIES & LEADERSHIP

St. Ann School

Chicago, IL

2016

Website Video Producer

Worked with students and staff to
produce videos highlighting the
school's programs.

Cabrini Connections

Chicago, IL

2014-Present

Weekly Tutor/Mentor

Aid students with homework
assignments and mentor them in
setting long-term goals

St. Finbar Catholic Church

Burbank, CA

2004-2012

Confirmation Teacher/Youth Sponsor

Taught weekly religion classes and
led special events for teenagers.

Served as an adult sponsor for
monthly events and overnight
retreats.

Nickelodeon Animation

Burbank, CA

Senior Production Coordinator, Legend of Korra

2010 – 2012

Managed art department for critically acclaimed series with the highest viewership of any animated show in 2012. Supervised 10 in-house artists and coordinated two overseas teams in design creation and pre-production materials. Average budget of \$1.6MM per episode.

- Increased efficiency of pre-production pipeline
- Decreased turnaround time for design notes through new initiatives and streamlined directorial review processes
- Improved tracking system for art design progress, enabling the entire crew to access up-to-date documentation and status information with 100% accuracy
- Introduced new notes prioritization system that led to a substantial increase in on-time notes and improved speed of delivery, preventing production delays at overseas studios

Filmlook Media and Post

Burbank, CA

Post-Production Coordinator

2010

Provided post-production workflow expertise and scheduling for a company that cuts trailers for Paramount and Disney, as well as TV shows for Discovery, ESPN, HBO, and TLC. Reported directly to CEO regarding scheduling, budgeting and client relations.

- Introduced new post-production workflow that improved efficiency and delivered updated cuts on demand, resulting in three new client referrals
- Successfully added new scheduling system for editorial assignments, meeting 100% of deadlines
- Reduced equipment downtime by two hours per week through improved vendor relations and equipment updates

Sugarlab Studios

Hollywood, CA

Production Manager / Assistant Editor

2009

Managed promotional materials for the animation studio that created "Lil' Bush," the successful Mobisode series later purchased by Comedy Central. Oversaw collaboration with overseas studios to ensure on-time and on-budget delivery of digital assets.

- Initiated weekly videoconferences with overseas studios, resulting in better notes compliance and fewer retakes
- Introduced new digital archival system that led to better asset tracking and increased efficiency in shipping of designs
- Co-edited a pitch reel of shows in development, leading to three new clients

Raben Media

Sher. Oaks, CA

Project Manager

2008

Managed website development for Paramount, Warner Brothers, and DreamWorks trailer movie pages, overseeing communications with multiple studios

- Managed creation of various high profile movie websites for Paramount and Universal, utilizing independent contractors to economically build engaging, high-quality content
- Improved website management system, allowing for real-time client updates and delivery under strict deadlines