



SHANNON BOTTS

POST PRODUCER

SUMMARY

My experience has taught me how to be nimble in many work environments. On a day to day I am managing estimates, contracts, footage/music licenses, and ensuring client satisfaction with each project. I believe the most important part of any job is teamwork, clear communication, and a positive attitude, that is how deadlines are met.

EXPERIENCE

MCCANN ERICKSON New York, NY

Freelance Producer. 03/2019 – present

- Overseeing all post production projects from in-house to out of house clients
- Licensing all stock footage, as well as music for broadcast, web, and radio
- Conducting/scheduling VO casting sessions, managing all contracts, both SAG and Non-Union
- Creating/Actualizing estimates, reviewing with cost consultants for client approvals
- Scheduling and leading all kickoffs with creatives and artists
- Making sure all deadlines are met, checking final output per deliverable specs

OGILVY New York

Freelance Producer. 08/2018 – present

- Freelancing since 2018, working months at a time as needed
- Overseeing all post production projects from in-house to out of house clients
- Licensing all stock footage, as well as music for broadcast, web, and radio
- Conducting/scheduling VO casting sessions, managing all contracts, both SAG and Non-Union
- Creating estimates, following rate cards according to particular client, and or single/triple bids
- Managing schedules, editorial, color as well as audio
- Maintaining client relationships with company and artists, making sure all needs are met

R/GA New York

Freelance Producer. 02/2017 – present

- Freelancing since 2017, hired per project
- Overseeing/scheduling editorial sessions, as well as audio, making sure project starts in timely manner
- Managing all final outputs and deliverables
- Scheduling creative reviews with artists at project start
- Maintaining client relationships, working closely with head creatives to deliver unique and interesting work

NTROPIC New York, NY

Freelance Producer. 06/2018 – 08/2018

- Producing at a full service finishing house, VFX, Motion Graphics, Animation, and Color
- Writing, editing treatments for new client pitches
- Creating/managing estimates and deliverables
- Quality check all specs for Color/VFX finishing
- Overseeing freelance artists, timecards and schedule

SPOT WELDERS New York

Senior Post Producer. 01/2018 – 06/2018

- Managing all offline/online editorial projects, as well as VFX flame, After Effects, and Telecine
- Scheduling all out of house color/audio sessions
- Quality check all specs for Color/VFX finishing, as well as Audio Mix
- Overseeing freelance artists, timecards and schedule
- Coordinating with LA office, managing all paperwork for accounting, including receipts, invoices, actuals etc.

SUPEREXPLODER New York
Senior Audio Producer. 06/2016 – 02/2017

- Head of audio department, managed all engineers and associate producers
- Scheduling, coordinating production schedules, deliveries, estimates, and invoicing
- Managing all music licensing/supervision and VO casting, as well as SAG/Non-Union Contracts

AL JAZEERA AMERICA San Francisco
Freelance Post Producer/Engineer. 07/2013 – 02/2016

- Supervising deliverables, contracts, estimates, and project schedule
- Mixing, sound designing, and voice masking for broadcast

GOODBY SILVERSTEIN & PARTNERS San Francisco
Senior Audio Engineer/Producer. 05/2006 – 06/2013

- Head of audio department, managing two assistants, and project coordinator
- Oversaw schedule and estimates
- Music supervision, composition, sound design
- Mixing for web, broadcast, radio, and film

**ADOBE PHOTOSHOP, PROTOOLS HD, LIVE, FINAL CUT, PREMIERE, LOGIC, MICROSOFT OFFICE,
FACILITY MANAGER, ACTUALIZEIT,**

In addition to my proficiency in the above programs, I am a classically trained cellist, and fluent in Spanish.

EDUCATION

SAN FRANCISCO STATE UNIVERSITY BA TV & Radio Production, 2000 – 2004

Here I studied production and as well as writing treatments and produced a cable access show once a month. Worked on films, directed and written by fellow students, to get experience working with production crew.

BAVC Music & Production, 2007 – 2008

This was a great program, offering specialized classes in all aspects of post production. Goodby Silverstein and Partners allowed employees to partake in any classes we felt helped in expanding our knowledge in this forever changing field.