

Masai Brimm

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PRODUCTION COORDINATOR

Creative **Production Coordinator** with education and experience in experiential marketing, video production, social media management, and project management. Passionate about utilizing dynamic solutions to connect with clients and create outstanding deliverables that engage target audiences. Dedicated team player with exceptional communication and creative problem-solving skills.

Core Competencies

Production Planning	Graphic Design	Microsoft Office 365
Project Management	Final Cut Pro	Social Media Marketing
Video Production	iWork & Keynote	Team Leadership
Adobe Creative Cloud	Client Relations	Organization

Education

BACHELOR OF ARTS

Film & Media (2021)

Georgia State University | Atlanta, GA

Relevant coursework: Media Industries, Media Theory, Mobile Media Production

CERTIFICATE

Internship recipient, AVID MC 101, Grip, Production 101 (2021)

Georgia Film Academy | Atlanta, GA

Professional Experience

JACK MORTON WORLDWIDE | PRODUCTION ASSISTANT

Jun 2022 - PRESENT

Support team readiness for onsite events for clients such as EY, Goldman Sachs, Intel and Google.

- ✓ Support team communication and onsite production for high profile clients.
- ✓ Arrange crew readiness for events such as travel, contact lists, and shipment coordination.
- ✓ Reconcile monthly corporate card statements, track receipts and organize corporate accounts.

SKILLSHOT MEDIA | SENIOR EVENT COORDINATOR

Jan 2022 - May 2022

Manage coordinator team, event deliverables, and client communication for Microsoft Atlanta's Campus Launch event. Collaborate with in-house production team to plan live telecast of event.

- ✓ Manage internal project organization for six-person team working on Microsoft Atlanta Campus Launch.
- ✓ Arrange event talent and programming, align with client 3-5 times weekly, and create extensive safety plans, identify and mitigate risks.

SKILLSHOT MEDIA | ESPORTS PRODUCTION OPERATOR

2021 – Jan 2022

Collaborated weekly on various Twitch E sport productions in graphics operator, associate producer, and technical director roles.

- ✓ Created run of show for weekly live shows, managed timing during live production, and assisted Executive Producer as GFX Operator or Technical Director.
- ✓ Managed company social media channels when requested.

CULTURE.A.D | FREELANCE CASTING & PRODUCTION ASSISTANT**2016 – 2022**

Manage casting for online and in-person campaigns. Assist in the production of national marketing campaigns and manage client's social media channels, including TikTok, Instagram, Facebook pages.

- ✓ Provided training to production team on video editing using Final Cut Pro.
- ✓ Collaborated to increase brand awareness through development of marketing campaigns for target demographics.

MELISSA KNOWLES | BRAND EXECUTIVE ASSISTANT**2018 – 2022**

Designed complete branding, including logo and website. Provide support in management of social media channels to ensure brand continuity.

- ✓ Created website to client satisfaction and budget within two-week timeframe.
- ✓ Arranged and art directed photoshoot with professional photographer to obtain headshots that align with overall branding.

OPERATION HOPE | OFFICE INTERN**2018**

Conducted outreach and supported administrative efforts by writing letters, answering calls, and welcoming guests. Assisted in event planning and provided troubleshooting for technology issues.