



Senior Creative Producer

# CONTACT

508-561-4393

lynn.guarino@gmail.com

Marlborough, MA

www.lynnguarino.com

# WORK PROFILE

I am a creative producer with over 15 years of experience in integrated marketing content production. My career began in photography production and has evolved to include video and animation. I've worked for large corporations, startups, small production companies, animation studios and everything in between.

#### EDUCATION

HALLMARK INSTITUTE OF PHOTOGRAPHY Graduated 2007

JOHNSON & WALES UNIVERSITY Graduated 2006

# WORK EXPERIENCE

### //SENIOR PRODUCER HERO4HIRE, REMOTE, 2023 - 2024

- Lead 2D, 3D, Motion Graphics, Mixed Media, Character Design and Character Animation projects from concept through final delivery.
- Responsibilities include creating and managing budgets, booking and onboarding freelance artists and talent, creating and managing complex production schedules, tracking and gathering feedback.
- Tracking hours & project status using Project Management Software

# //SENIOR PRODUCER, CONTRACT

VERIZON, REMOTE, 2020 - 2023

- Lead high level executive team concept pitches, shoot pre-production calls, post-production kickoffs, internal and external creative reviews
- Worked under EP and alongside project managers to ensure stakeholders and business partners were up to date with project status, and cross functional marketing needs were being met.
- Managed external vendors such as influencer agencies, production companies, directors, editors, VFX artists and voice actors.
- Worked directly with internal legal team and business affairs office to ensure best practices were being met.

### //FREELANCE CREATIVE PRODUCER SELF EMPLOYED, 2018 – 2023

• Worked both direct with brands as well as agencies and production companies as an agency producer, line producer or post producer.

# //DIRECTOR OF PRODUCTION

**ROOT STUDIOS,** NYC, 2016 – 2018

- Assisted in development of in-house production capabilities within a premium studio and equipment rental company by hiring and managing a core team of producers, editors and sales reps.
- Produced content for brands and agencies while leveraging all of the business's offerings such as equipment and studio space.

# //PRODUCER

INDUSTRIAL COLOR, NYC, 2014 – 2016

• Lead digital capture and video producer on a wide range of fashion, beauty, and commercial photo and video projects.

# //PRODUCER & STUDIO MANAGER SANDBOX STUDIO, NYC 2011 – 2014

Producer and studio operations manager at e-commerce studio.

#### CLIENTS

Apple, Verizon, Estee Lauder, Coca-Cola, Michael Kors, Google, Tommy John, Mac Wheldon, Bath & Body Works, Jack Daniels, Nespresso, Madewell, J.Crew, WGBH, Sallie Mae, Museum of Science

# SOFTWARE

Google Suite, AICP Bid Forms, Wrike, Paymo, Wiredrive, Frame.io, Basecamp, Salesforce, Adobe Workfront, Slack, Hot Budgets, Filemaker