



ELIZAVETA GRIGOREVA

Post production Producer

EDUCATION

[State University-Higher School of Economics]

[2005 — 2010]

[Master's degree in International business and marketing]

[Wordshop – Academy of Communication]

[October 2015 — July 2016]

[Certificate in digital and video producing]

ABOUT

Post production Producer with a demonstrated history of working in the advertising and online media. As producer for broadcast TV and digital interactive projects I generate estimates and determine schedules, liaise with production houses, account and creative teams, editors, animators, vfx studios and engage 3rd party suppliers (stock/freelancers) to ensure smooth production workflow.

CONTACT

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Web site/Portfolio:

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LinkedIn:

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Facebook:

<https://www.facebook.com/lizzoq>

E-mail

el.grigoreva@gmail.com

HOBBY

Sports
Cinema
Music

WORK EXPERIENCE

[Filmservice] [Post production Producer & Producer Assistant]

www.filmservice.com

[June 2019 — current time], 1 year

- Processing commercial production pitches allocated by advertising agencies, that involves communication with vfx studios, editors, colorists and music composers on post production cost estimation;
 - Supervision of all stages of post production (editing, color grading, vfx and motion graphics, sound editing, music composition and mastering) on awarded projects;
 - Participation in meetings with the clients and advertising agencies;
 - Supervision of legal paper work and billing;
- Clients: Huawei, Ferrero, Volkswagen

[BBDO] [Producer Assistant]

www.bbdogroup.ru

[March 2017 — March 2019], 2 years

Organization of commercial video production for digital and TV advertising campaigns from approving idea to delivery of materials:

- Estimation of the cost and timing of production, ballpark estimation with production houses;
 - Selection of contractors (production houses or vfx studios), running pitches;
 - Approving of production timings and budgets with the clients;
 - Supervision of pre production, production and post production pipelines;
 - Project management and timing control, resource management
 - Delivering of masters to the client.
- Clients: MTC, Frito Lay, Mars, Yandex, Wrigley, Visa, Renault, Sberbank.

[New York Film Academy] [Production Assistant]

Los Angeles

[November 2016 — December 2016], 2 months

- Assisting on set to producer in the thesis short film of the New York Film Academy students called "X&Y".

WORK EXPERIENCE

[Freelance Producer]

[October 2015 — September 2016], 1 year

- Organizing of photo and video shootings, exhibitions
- Production of fashion lookbooks;
- SMM, preparation and writing of content for Internet publications;
- Search, create and post content (texts, photos, videos) in social networks;
- Preparing of product presentations
- Search locations for filming, travel arrangements

Brands: Flisker, Timili, Dressroom, Mariashi

[Havas Sports and Entertainment] [Junior Project manager]

www.havas-se.ru

[February 2015 — August 2015], 6 months

Project management. ATL and BTL communications.

- Preparation of documents for bidding
- Participation in the development of sponsored TV projects;
- Negotiating with contractors (TV channels) the terms of sponsorships;
- Participation in the preparation of presentations to clients in Russian and English;
- Writing advertising messages and scripts broadcast;
- Supervising editing, dubbing and broadcasting of commercials on TV;
- Participation in the implementation of TV projects: coordination of the shooting process;
- Preparation and execution of reporting presentations on the results of projects;
- Collection of information on the activity of competing customers;
- Participation in the development and implementation of cross-media projects (digital, BTL).

Clients: Reckitt Benckiser

[Raiffeisenbank] [Trade Finance specialist]

www.raiffeisen.ru

[March 2011 — December 2014], 3 years

Selling financial products

- Advising clients on financial products of the bank
- Drafting of contracts
- Reporting
- Work with legal and commercial documents

SKILLS

- passionate, self-motivated, proactive, quick-thinking, flexible;
- able to pivot when necessary, thorough and able to juggle multiple and diverse responsibilities with a strong emphasis on organization and an unwavering attention to detail at all times;
- positive thinker and able to exercise good judgment and communication.