



Vertel Jackson

CREATIVE PRODUCER & PROJECT MANAGER

Citizenship: USA

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DOB: 28 April 1988

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Family Status: Single

verteljackson.com

DE Visa Status: Freelancer

Berlin, Germany

About Me

As an experienced Producer & Project Manager of Creative work with over 6 years of experience, I deliver high-quality projects to A-List Clients within budget and deadlines. I advise clients and creative teams utilizing my analytical, communication, collaborative, technical, and organizational skills.

My expertise is managing a wide range of creative projects, including video, motion/graphic design, digital banners, print, websites & 3D rendering. I have a proven track record of success in the Gaming, FinTech, Telecom, and Non-Profit industries.

I am committed to delivering exceptional creative work, combined with my strong project management & communication skills, makes me a valuable asset to any team. I am confident that I can leverage my experience and expertise to help your organization achieve its creative goals.

Watch my production reel here!

Languages

English (Native Speaker)



German (Level B1.2)



Skills

- MS Excel
- Google Drive
- Asana / Trello
- Adobe Creative Suite
- 2D & 3D Motion Knowledge
- Analytical
- Team Player
- Project Budgeting
- Artist & Creative Eye
- Resource Management

Education

Bachelor of Science Business Administration in Finance

2009-2011

UNIVERSITY OF CENTRAL FLORIDA
ORLANDO, FLORIDA USA

Associate of Arts in Business Administration

2006-2009

SEMINOLE COLLEGE OF FLORIDA
SANFORD, FLORIDA USA

College Preparation & Technical Degree in Engineering & Architecture

2002-2006

NORTHSIDE HIGH SCHOOL
COLUMBUS, GA USA

Work Experience

CREATIVE PRODUCER (FREELANCE)

OCT 2023 - MAR 2024

BOMBILLA CREATIVE (US REMOTE)

- Mitigating client feedback with creative solutions & escalating updates to CEO.
- Advising clients and creative team on production strategies for achieving project goals.
- Tracking feedback and providing ongoing solutions to keep projects on track using Asana.
- Creating and Organizing a file management system to be used throughout all projects utilizing Google Drive.
- Managing print & website projects while adhering to contracted timeline, budgeted hours & client expectations.

Clients: ACLU of Connecticut, Freedom Dreams in Philanthropy & Fellowship For Liberated Futures

DIGITAL PRODUCER & PROJECT MANAGER

MAR 2022 - MAY 2023

CRAFTSMAN+ (US REMOTE)

- Drafted contracts for talent, vendors, and freelancers.
- Decreased production time by 30% thru strategic planning.
- Spearheaded project status meetings, presentations and account management efforts.
- Managed 2D & 3D motion design, social content and graphic design projects using Asana.
- Coordination of projects using a network of international vendor partners in varying timezones.
- Achieved 35% revenue growth through strategic upselling and finishing projects in a timely manner.

Clients: Wizards of the Coast, Duolingo, Cerebral, TikTok Exchange, Call of Duty & GameHive

JUNIOR VIDEO PRODUCER (FREELANCE)

DEC 2021 - MAR 2022

MURAL.CO (US REMOTE)

- Collaborated with vendors to create animated product & instructional videos.
- Constructed animated video production timelines & kept projects on track by thinking forwardly.
- Developed a creative production process for instructional & product videos to be used company wide.

BROADCAST CONTENT MANAGER (FREELANCE)

MAY 2020 - JUL 2020

SAN FRANCISCO PRIDE 50 (HYBRID/SAN FRANCISCO, CA)

- Liaison between the TV Network(CBS-US) & SF Pride on content for a 3-hour Pride special.
- Created engaging video segments utilizing found footage and archived photos using Adobe Premiere.
- Oversaw diversity and inclusion efforts within the TV special to accurately reflect the SF LGBTQ+ community.

ASSOCIATE INTEGRATED PRODUCER (FREELANCE)

MAY 2019 - NOV 2019

PAYPAL (HYBRID/SAN FRANCISCO, CA)

- Produced live interviews with Executive Level subjects for YouTube.
- Coordination & facilitation of post-production work such as voice-over and coloring sessions.
- Scoped timelines for creative teams and account managers on video & digital banner projects using Excel.

JUNIOR DIGITAL PRODUCER & CLIENT ACCOUNTANT

FEB 2016 - MAY 2019

ARGONAUT INC (ON-SITE/SAN FRANCISCO, CA)

- Translated client feedback into actionable items for creative teams.
- Managed monthly client retainer, vendor & project invoicing using ERP Software.
- Manually input of vendor invoices for payment into ERP software tools i.e. Oracle & NetSuite.
- Produced digital banner & 3-D renders for Cricket Wireless while considering all regulatory restrictions.
- Scoped timelines and gathered bids for digital banner & 3D rendering projects for advertising campaigns.
- Facilitated vendor screenings for animation studios, directors, music companies and interactive experiences.
- Assisted in migrating to a new ERP system and created instructional guides on how to use it cross-functionally.
- Processed expense reports that we were billed against creative production projects for TV, Digital, Radio & Print.
- Ran monthly job status meetings with Brand & Production teams to ensuring all billing reconciliations are current.

Client: Cricket Wireless