


Jhanae Raspberry

Assistant Production Manager

Diligent Assistant Production Manager with 2 years of experience in overseeing manufacturing processes and ensuring timely delivery of high-quality products. Adept at streamlining workflows, managing teams, and implementing cost-saving measures. Strong problem-solving and communication skills contribute to improved efficiency and collaborative work environment. Proven track record of meeting production targets and contributing to overall business growth.

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1234 Magnolia St, Baton Rouge, LA 70802 

Education

Bachelor of Arts in Business Administration and Production Management at Louisiana State University, Baton Rouge, LA


Aug 2017 - May 2021

Relevant Coursework: Business Administration, Production Management, Marketing, Operations Management, Financial Management, Human Resources, Business Ethics, Supply Chain Management, Project Management, and Strategic Planning.

Links

[linkedin.com/in/jhanaeraspberry](https://www.linkedin.com/in/jhanaeraspberry)

Skills

Scheduling 

Budgeting 

Microsoft Excel 

Adobe Premiere 

AutoCAD 

Conflict Resolution 

Team Leadership 

Employment History

Assistant Production Manager at Louisiana Film & Video Art, LA

May 2023 - Present

- Successfully managed the production of over 50 projects, including commercials, documentaries, and short films, resulting in a 25% increase in revenue for Louisiana Film & Video Art in a single year.
- Streamlined production processes and implemented innovative cost-saving measures, reducing overall production expenses by 15% while maintaining high-quality standards across all projects.
- Developed and maintained strong relationships with local vendors, securing exclusive discounts and partnerships that contributed to a 10% reduction in equipment and location costs for the company.

Production Supervisor at Bixler & Associates Productions, LA

Sep 2021 - Apr 2023

- Oversaw a 25% increase in production efficiency at Bixler & Associates Productions by implementing new scheduling systems and streamlining communication between departments, resulting in a significant reduction in project turnaround time.
- Successfully managed a team of 50 production staff, achieving a 90% employee retention rate and a 15% increase in overall productivity through the implementation of training programs and performance-based incentives.
- Led the production of over 100 high-quality projects within a one-year period, meeting strict deadlines and maintaining a 95% client satisfaction rate, securing long-term contracts with key clients and generating over \$2 million in revenue for the company.
- Implemented a comprehensive safety program, resulting in a 40% reduction in workplace accidents and injuries, improving overall employee morale and reducing company liability.

Certificates

Association for Manufacturing Excellence (AME) Lean Sensei Certification

Oct 2021

Project Management Professional (PMP) Certificate

Jun 2020