

JERNEE DIB

Line Producer

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123 Silver Lane, Las Vegas, NV 89101



PROFILE

A detail-oriented and highly organized Line Producer with 5 years of experience in managing various aspects of film and TV production. Adept at handling budgets, schedules, and logistical coordination, ensuring projects are completed on time and within scope. Skilled in collaborating with diverse teams, managing crew and talent, and streamlining production processes to maximize efficiency. Demonstrates strong problem-solving abilities and a proven track record of successfully delivering high-quality content across multiple platforms.

LINKS

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

SKILLS

Budgeting

Scheduling

Crew Management

Location Scouting

Contract Negotiation

Post-Production Supervision

Risk Assessment

LANGUAGES

English

Portuguese

HOBBIES

EMPLOYMENT HISTORY

Line Producer at Reno Tahoe Production Group, NV

Apr 2023 - Present

- Successfully managed a budget of \$2 million for a high-profile commercial project, ensuring all financial aspects were accurately tracked and reported, resulting in a 10% cost savings for the client.
- Coordinated a team of 50 production crew members and talent for a multi-location shoot across Nevada, leading to a smooth and efficient production process that was completed two days ahead of schedule.
- Negotiated contracts with vendors and suppliers, securing discounts and favorable terms that saved the company over \$100,000 in production costs during the fiscal year.
- Implemented new project management software that streamlined communication and coordination among team members, reducing turnaround time on deliverables by 20% and boosting overall productivity.

Associate Line Producer at Levy Production Group, NV

Sep 2018 - Mar 2023

- Successfully managed the production of over 50 high-quality video projects within a year, ensuring timely delivery and staying within budget constraints for clients like MGM Resorts, UFC, and Caesars Entertainment.
- Streamlined the pre-production process, resulting in a 20% reduction in planning time and a 15% increase in project efficiency, by implementing new scheduling and communication tools for the team.
- Led a team of 6 junior producers and coordinators to achieve a 95% client satisfaction rate on all completed projects, securing repeat business and fostering long-lasting relationships with key clients.

EDUCATION

Bachelor of Arts in Film and Television Production at University of Nevada, Las Vegas

Aug 2014 - May 2018

Relevant Coursework: Screenwriting, Directing, Cinematography, Editing, Sound Design, Production Management, Documentary Filmmaking, Television Production, Animation, and Media Studies.

CERTIFICATES

Certified Professional in Entertainment Production (CPEP)

Feb 2022