

# Rochelle Savory



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## Senior Producer & Executive Producer

Influential Communicator • Collaborative Leader • Critical Thinker

### Summary

Proactively develops constructive relationships with a broad group of clientele within the Entertainment Industry and establishes a cooperative climate across multiple departments/levels to achieve organizational goals. Tenacious, ambitious, and adept at completing and delivering various projects within a strict timeline and budget constraints, and views challenges as opportunities to excel. A rare ability to envision a roadmap while engaging and empowering team members in driving efficiency and excellence throughout the project's entire lifecycle. Effective in positively influencing diverse teams, rallying support for initiatives, and able to help teams create simple solutions to meet organizational goals.

### Core Competencies

Oral & Written Communication	Cross-Functional Collaboration	Creative Team Leadership
Organization and Flexibility	Critical Thinking	Attention to Detail
Partnership & Relationship Building	Time Management	Budget Management
Project Management	Problem-Solving	Trend Analysis
Presenting & Facilitation	Compliance	Program Development

### Soft Skills

**Team Player:** Enjoys sharing knowledge and encouraging the development of others to achieve specific team goals. Able to make complex things understandable and approachable for teams.

**Project Management Skills:** Creates practical and comprehensive implementation plans and partners with all levels of management and stakeholders to gain consensus—experience managing multiple projects from start to finish.

**Communication:** Possess strong written and oral communication skills; can concisely explain complex issues to audiences of varying seniority. Demonstrated flexibility and works with stakeholders and colleagues to drive organizational goals.

**Relationship Development.** Skilled at developing and cultivating key relationships and establishing effective collaborations.

### Professional Work Experience

#### Line Producer/Bidder/Post-Production Supervisor • 2013-Present

*Clients: 7ATE9 Entertainment, O positive, Storyworks Inc, Liquid Air Entertainment, Maven Entertainment, Little Minx, Eleanor, Laundry Design, Ntropic, Rock Paper Scissors, Saint Cloud TV, Looking Glass Films, Tool and Knucklehead*

- Spearhead multiple local and international projects, ranging from multi-million dollar live-action series to celebrity-oriented commercials, AR, VR, and Doc-style ENG shoots.
- Work closely with key crew and international production services to properly bid and carry out local and international productions.
- Leverage knowledge of union contracts and non-union, rates, equipment costs, and travel necessities to coordinate and manage end-to-end processes.
- Serve as Head of Production and Executive Producer for various companies as a permalancer and freelancer.
- Manage projects through the post process, creating a seamless flow from bid through delivery.
- Successfully collaborate with company Presidents, Owners, and Directors, to identify new business opportunities, chase down leads from sales reps, organize and complete project pitches and assist directors to design projects from scratch.
- Oversee business coordination, database organization, and CRM implementation, data and task automation.
- Function as a Payroll Specialist and Bookkeeper, overseeing the administration of \$3 million in budgets, maintaining records of financial transactions, and direct payroll management. Leverage accounting knowledge encompassing contracts, insurance policies, claims, and audits of insurance policies.
- Create and deploy a training program for the state of Arizona, recording over 200 people in attendance. Design master classes for executive-level mentorship.
- Lead recruiting and hiring efforts for crew members and top talents and establish positive working relationships with talent and agencies.
- Identify and remove bottlenecks that can reduce efficiency, improve communication and building tools, and eliminate redundant processes, thereby increasing overall efficiencies; provide recommendations to ensure continuous improvements.

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Page 2 | 📞 (213) 505-4498 ✉️ [rochellesavory@mac.com](mailto:rochellesavory@mac.com)

## Drive Project Plans Through Prioritization Workflow

Business Case → Idea Submission → Prioritized → Resource Assignment → Initiation & Implementation → Project ROI

## Professional Work Experience (continued)

### Production Supervisor • 2010-2016

*Clients: Hungryman, Parana Films, 7ATE9 Entertainment, Go Films, Bunker NY, O positive, Cap Gun Collective, Liquid Air Entertainment, RSA, Tool, Gartner TV, Laundry Design, Radical Media, Spears and Arrows, Gartner TV, Anonymous Content, Bob Industries, MJZ, Smuggler, D'Avant Garde, Disney, Community Film, Iconoclast, Black Dog Media, Modop, Aggressive TV, Spears and Arrows and more*

- Oversaw high profile long and short-form projects with multiple locations from start to finish, both in the studio zone and out of state or country.
- Researched and negotiated with vendors to obtain the best pricing for specialty equipment, leveraging knowledge of equipment costs.
- Oversaw payroll-related items, processed timecards, payroll audit reviews, payroll set up, reporting, pension and welfare audits, cost plus budgets and actualization.
- Initiated and facilitated negotiations for crew rates, equipment rentals, storyboards, and locating and booking other department heads.
- Conducted risk assessments and addressed concerns of clients and staff; coordinated and led the execution of projects with stunts, kids, animals, cars, and celebrity talents, maximizing their safety and ensuring projects remained within budget.
- Led developmental and budgeting research, utilized various formats to prepare a budget, and managed a working budget as each project progressed; projects can range from \$50,000 to \$4,000,000.

### Location Manager/Scout and Site Representative • 2011-2018

*Clients: Opositive, 7ATE9 Entertainment, Midlife Crisis Pictures, Bonneville Communications, Leroy & Clarkson and Laundry Design*

- Attended meetings with directors and production designers to get a picture of production location based on scripts and discussions; embarked on research to select various locations.
- Identified locations, took photos and detailed notes, and started discussions with location owners to work out costs while staying within budget.
- Developed and cultivated relationships with persons in the film industry and local homes and business owners to facilitate long-term business partnerships.
- Organized multi-day, multi-location commercial and film shoots with a budget of over \$4 million and guaranteed success of shoots.
- Kept abreast of industry trends by participating in creative workshops and programs and built a network of partnerships with members of the production community.

### Staff Production and Creative Supervisor • Furlined Production LLC • 2009-2011

- Improved efficiency and supported the company's growth by assisting the Executives and company President with scheduling, research, data entry, and database development.
- Compiled and programmed reports for the Daylite database system, scripts and board breakdown, bidding, bidding research, director's treatments start-up, and follow-through.
- Planned and organized international and domestic travel arrangements for high-profile directors and executives; managed calendars/schedules for directors.
- Cultivated relationships with agents for DP, PD, stylists, Home Ec, and other crew members; maintained crew holds, bookings, and availability for multiple projects.
- Ensured all projects were executed within union rules and insurance regulations, maintaining FTP with a clear and organized systematic approach for research and necessary details.
- Worked and communicated directly with agencies, directors, executives, and post house houses; managed coding billing and tracked direct contract extensions.

### Assistant Production Supervisor • 2004-2010

*Clients: Radical Media, 7ATE9 Entertainment, Mirror Films, Dark Light Productions, ACNE, RSA, Storyworks, Inc., Gartner, Make it Happen Productions, Anonymous Content, TateUSA, Mocean etc.*

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Page 3 | 📞 (213) 505-4498 ✉️ [rochellesavory@mac.com](mailto:rochellesavory@mac.com)

## Professional Work Experience (continued)

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### Assistant Production Supervisor • 2004-2010

- Prepared and tracked purchase orders, bookkeeping, accounts receivable and payable, cost analysis, led negotiations for equipment based on the stipulated budget.
- Utilized a variety of prep and wrap procedures, as outlined by each company.
- Managed special needs for celebrity talent, drew up talent contracts, and coordinated with agents responsible for crews and talent; complied with society guidelines and children at work laws.
- Performed all duties in alignment with union rules and regulations, including state and federal laws.
- Oversaw a crew having over 170 members; supervised data entry, designed call sheets, and developed pre-production books, scripts, and storyboards using various programs.
- Arranged transportation and lodging needs for crew members, talent, and clients, and motivated individuals to perform at their best throughout each project. Provided recommendations for special equipment needed to achieve specific photographic results.
- Accurately calculated timecards and developed payroll processes, managed workers' compensation and injury reporting and established a positive working environment to improve the employee experience.
- Completed all assigned projects on time and within budget and prepared comprehensive project reports for the production company. Liaised between the production company and clients, retaining insurance per project. Issued and filed specific insurance documents.

## Additional Experience

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Producer Live Events & Wedding Coordinator, Starstruck Event Planning, 2021-2022

Lead Instructor and Curriculum Creator, Earl Jones Foundation, Production Assistant Intensive Program Hosted by the Arizona Commerce Authority 2020-Present

## Education & Certifications

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Health and Safety Training, OSHA 10/20 and OSHA Trainer 501/511, Phoenix, 2020-2021

Certified Bookkeeper, Santa Monica College/Gatlin Education, Los Angeles, CA, 2010

Certified QuickBooks Accountant, CompuMatix, Los Angeles, 2007

Computer Programming/Business Management/Sociology, Atlantic Community College, Atlantic City, NJ, 2002

Certified QuickBooks Accountant

## Technical Skills

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Keynote, Pages, Numbers, Photoshop, QuickBooks, Daylite Database, File Maker Pro, Final Draft, Insightly Database, Shotgun Post Software, Salesforce, Showbiz, FTP Management, InDesign, Smartsheets, Adobe, Wrapbook, Studio Binder, True Budget, Shotgrid, Movie Magic, Wix, Squarespace, Google Workspace