

Courtney Curtis

Media producer with over 10 years of extensive expertise in video production and project management, known for driving efficiency and organization in broadcast television and content distribution. Demonstrates a keen ability to coordinate complex media projects ensuring meticulous attention to detail and problem-solving. Passionate about enhancing studio operations and live broadcasting, leveraging advanced skills in graphics production and media coordination to deliver high-quality outcomes.

EXPERIENCE

Quad | Betty Agency, Dallas, TX — *Producer*

OCTOBER 2021 - PRESENT

Multimedia Producer managing client productions for diverse media formats, ensuring projects met budget constraints while delivering high-quality content on schedule. Coordinated production companies, crew, talent for voice-over and on-screen needs for successful project outcomes. Sourced and secured resources, streamlining the production process and achieving substantial improvements in project efficiency. Production coordination for studio as well as on-location shoots. Facilitated media distribution and licensing, using data-driven strategy to optimize content delivery and maximize client satisfaction. Provided guidance and mentorship to team members, cultivating a collaborative environment that encouraged creativity and growth. Streamlined production workflows, enhancing project efficiency and ensuring timely delivery of high-quality multimedia content.

North American Division of SDA, Columbia, MD

— *Graphics Producer/Operator*

DECEMBER 2020 - PRESENT

Organizing production requests for live broadcasts and internal audiovisual needs to produce engaging graphics, enhancing visual storytelling and audience engagement. Using ProPresenter, organizing documents and media file formats to generate live graphics for playback support, onscreen graphics, lower-thirds, and additional program needs. Develop efficiencies using media coordination platforms, run sheets, and graphic rundowns to implemented efficient workflow processes for graphic production and improved client satisfaction. Streamlined production requests processing, significantly enhancing workflow efficiency and ensuring timely broadcast readiness.

— *Production Assistant*

DECEMBER 2017 - MAY 2021

Production Assistant with North American Division of Seventh-day Adventists. Assisted with the set-up of studio equipment, ensuring the smooth operation of the camera operators, and helped with the breakdown of the extensive studio set-up.

— *Camera Operator*

DECEMBER 2017 - FEBRUARY 2020

Served as a camera operator for various events annually, setting up studio equipment in numerous venues nationwide for special events. Assisted with the setup of cameras, lights, sound, and set for these events.

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[LinkedIn Profile](#)

TOP SKILLS

Production Management

Production Planning

Broadcast Television

EDUCATION

Oakwood University, Huntsville, AL

— *Bachelor of Arts in
Communications Media, Film
& Television Production*

AUGUST 2017 - MAY 2021

Minor: Broadcast Journalism

Dean's List. Academic Honors.

Communications

Departmental Award:

Freshman & Sophomore

Student of the Year

— *Associate of Science in
Visual Media, Concentration
in Photography*

AUGUST 2017 - MAY 2021

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Departmental Award:

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Student of the Year