



RACHEL ROYE

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SUMMARY

Enthusiastic and highly effective Project and Production Manager with 5+ years of experience in film, television, and creative operations. Exceptionally organized and detail-oriented, with a strong track record of managing complex, deadline-driven projects across cross-functional teams. Skilled in scheduling, stakeholder coordination, promotional planning, and end-to-end project execution. Proven ability to lead with clarity, resolve issues quickly, and keep deliverables on track in fast-paced environments.

WORK EXPERIENCE

SCBTV – Senior Account Manager & Production Coordinator July 2023 - Present

- Serve as primary liaison for 15+ business accounts, leading monthly meetings, renewals, upsell opportunities, and strategic planning sessions.
- Oversee branded content strategy across social media, email, video, billboards, and print; act as de facto creative lead.
- Write, schedule, and manage all digital content—including Reels, newsletters, and Google Business updates—while monitoring engagement and responding to inquiries.
- Coordinate photo and video shoots; select talent and manage creative execution for client campaigns.
- Manage project workflows in Asana and Trello; lead weekly internal meetings and maintain all documentation, timelines, and client approvals.
- Mentor interns and supervise design team, ensuring productivity and quality.
- Advise leadership on team operations and internal process improvements.
- Represent company at community events and assist with planning charitable initiatives.
- Provide cross-functional support by filling in for absent team members and maintaining vendor relationships and password/security documentation.

AppleTV+ – Health & Safety Coordinator (Production Department) April 2021 - May 2023

- Oversaw daily operations within the production department, including coordinating schedules, signage, and COVID-related communication during high-volume filming periods.
- Created and managed daily work schedules for on-site personnel; tracked PTO and ensured adequate coverage across departments.
- Managed and tracked production budgets and invoices totaling up to \$7 million, ensuring timely processing and alignment with studio financial procedures.
- Maintained QT Archives and worked closely with studio leadership on staffing, scheduling, and compliance documentation.
- Acted as point of contact between production, legal, and internal teams to ensure deliverables and operational needs were consistently met.
- Developed tracking systems to monitor production milestones, personnel logs, and reporting metrics, improving workflow efficiency.

Horizon Media- Video Producer & Social Media Manager Jan. 2014- Present

- Produced and edited video content for internal and client-facing corporate events, ensuring timely delivery and technical accuracy.
- Created and maintained detailed content calendars and scheduled posts using Metricool to support event promotion and audience engagement.
- Tracked analytics to evaluate performance of social content and adjust posting strategy accordingly.
- Communicated with external vendors and clients to provide project updates, delivery timelines, and production status reports.
- Managed feedback and approval workflows to ensure all visual content met quality standards and stakeholder expectations.

**WORK
EXPERIENCE****Warner Media – Lead HSC Zone Manager****Jan. 2021- April 2021**

- Collaborated with the COVID Compliance Officer (CCO) to ensure strict adherence to on-set health and safety protocols.
- Distributed PPE and checked in cast and crew daily; served as a consistent point of contact for accommodating cast needs throughout production.
- Managed the organization of HSC lockup, tracked and replenished inventory, scheduled sanitation rotations, and maintained detailed records using Excel.
- Supported smooth production flow by anticipating and responding to health safety needs across departments.

Hubbell Jewelry Design – Office Manager & Sales Professional Oct. 2018- Jan. 2021

- Built and maintained the brand's e-commerce website and online store, ensuring a seamless user experience and accurate product updates
- Created and managed engaging social media content across platforms to promote brand visibility and drive online sales
- Processed online orders and invoices, ensuring timely fulfillment and professional client communication
- Maintained digital and physical organization of office operations to support smooth daily workflows
- Replenished inventory and managed supply orders

EDUCATION**B.A. Film Production****August 2016- December 2018**

Clayton State University

- OSHA 10 Safety Certification
- GFA Film Certification

KEY SKILLS

- Project Management (Asana, Trello, Google Suite, MS Office)
- Creative Ops & Scheduling
- Client Communications & Stakeholder Management
- Budget Tracking & Invoice Coding
- Promotional & ROS Planning
- Asset QC & Final Delivery
- Cross-functional Collaboration
- Data Entry
- Video Production/Marketing
- Staffing/Onboarding New Hires
- Office Management
- Production Management
- MAC/OS Windows
- Canva Suite
- Problem-Solving
- Organization
- Graphic Design
- Digital Asset Management
- Brand Guidelines
- Strong Written & Verbal Communication
- Time Management

REFERENCES**JEFFREE STEVENS**HSS - AppleTV+
661-305-2226**SPENCER SCHLOSS**Physical Production - AppleTV+
805-298-9657**ROB ROYE**Video Producer - Horizon Media
770-716-0028