

Andrew Ward

323.425.9273 – andrew@producinghollywood.com

Experience

Production Assistant

The Glee Project **Oxygen** Chicago, IL November 2011

- Coordinated talent registration for the judge holding room
- Developed a last minute plan to handle overflow talent

MasterChef **FOX** Chicago, IL December 2011

- Responsible for working very closely with producer, director and production team
- Managed release forms for on-screen talent

Business Center Manager **FedEx Office** Chicago, IL February 2010 – January 2011

- Served as a personal on-site contact for convention managers, sales managers and meeting and event planners during all phases of a convention/event.
- Assisted District Managers with the maintenance of fiscal reporting procedures within the center
- Monitored marketing activities within the center to contribute to network sales objectives
- Followed up with convention/event staff after the event and explored opportunities for lead generation for upcoming events

Independent Contractor Chicago, IL August 2002 – Present
Brand Manager, Event Producer

Agencies: Euro RSCG, Encore Nationwide, GMR, Media Star Promotions
Brands promoted: Marshalls, IL State Lottery, CVS Pharmacy, Quaker, Discovery, and many others.

- Manage teams of people to promote product launches and brand recognition through event marketing
- Responsible for finding high traffic locations that meet the brand target market and distribution goal
- Work creatively with clients to further develop innovative approaches for campaigns
- Train and monitor staff to ensure brand messages are delivered according to client's guidelines
- Provide leadership and insight to ensure a successful team experience through guidance, mentoring, knowledge sharing and team building

Education

Loyola University Chicago Chicago, IL Graduation: Fall 2009
MBA, Concentration: Marketing

University of Kansas Lawrence, KS Graduation: May 2006
BS Marketing
BS Business Administration

Consortium Int'l University Paderno Del Grappa, Italy Jan 2005 – May 2005
Certification: Kepner-Tregoe Problem Solving and Decision Making

Technical Skills

Software: iMovie, Access, Excel, Word, Outlook, Powerpoint, MacOS, Windows Vista,
Social Media: Advanced knowledge of social media including Facebook and Twitter

LinkedIn Profile: www.linkedin.com/in/andrewward
Website: www.ProducingHollywood.com