

JORDAN J. KEEBLE

CLEARANCES COORDINATOR



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Los Angeles, CA

EXPERTISE

Strategic Communication

Research Skills

Project Management

Licensing

SKILLS

Adobe Acrobat

Google Drive Suite

Microsoft Excel

iWork/iOS

PROFILE

Experienced Clearances professional with history in television, film, and streaming media. Positive, driven, and able to utilize strong research, organizational, and communication skills alongside deep knowledge of television and film industry to help productions achieve their visions.

WORK EXPERIENCE

Assistant Clearance Coordinator

Syndicate Clearances, Inc. | Los Angeles, CA | 2017-present

Part of a five person team, and assisted CEO Rachell Hayward with day-to-day artwork and branded clearance requests, talent clearance, and licensing of clips.

- Coordinated with art, props, and wardrobe departments on television and feature film productions for clearance requests and questions.
- Connected departments on set with legal guidance regarding requests.
- Managed sending and receiving of releases to ensure artwork and branded materials were properly cleared for use on camera.
- Facilitated tracking charts and clearance request systems to streamline deliverables upon wrap.
- Production history: #BlackAF, Brand New Cherry Flavor, Council of Dads, Dr. Death, Gaslit, Glow, Shameless' Hall of Shame, Kenan, Killing It, Kingdom Business, The Lincoln Lawyer, Masters of Doom (pilot), Noah's Arc: SYB, One of Us Is Lying, Social Distance, Superstore, True Story with Ed and Randall, You People, Young Rock