



RAQUEL DUARTE

EXECUTIVE PRODUCER

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CAPABILITIES INCLUDING BUT NOT LIMITED TO

- Overseeing art buying, print production and studio departments' workflow and efficiency
- Work alongside account managers, creative teams, copywriters and clients on creative briefs
- Request job-scope bids, analyze costs, manage project budgets and obtain cost consultant approvals
- Negotiate vendor triple bids; generate estimates and vendor purchase orders
- Build in-house production studio, manage the department & track revenue
- Research and produce marketing portion of new business pitches and pro bono jobs

ART PRODUCTION & POST-EDIT

- Produce new shoots, North America & International
- Search, bid treatments and award directors and photographers
- Oversee talent casting, model & influencer contracts + usage terminology and duration
- Work closely with Business Affairs on celebrity and SAG talent contracts
- On-site supervision of static, social and broadcast shoot (s)
- Coordinate and compose decks for pre-pro meetings
- Formulate and release call sheets, itineraries, timelines and due dates on project(s)
- Imagery search & purchase royalty-free and/or rights-managed stock art & illustrations
- Hiring and managing of illustrators, storyboard artists and 3D CGI asset renderings
- Oversee retouching, color correction rounds and proofing (RGB, SWOP, GRACoL, Fogra, SNAP)
- Coordinate, search and record radio sessions, VO talent, music licensing, sound mix, edit, ISCI's and post
- Manage video record, supers, end cards, mix, edit, flame, rotoscoping, conform and delivery
- Deliver final digital static and animated banners
- Tracking of asset management, metadata insertion and proper organization of assets for archive

PRINT PRODUCTION & PRE-PRESS

- Expert with station dominations and city takeover campaigns
- Resource retouching, pre-press, post-production mech specialist(s) and file assembly
- Manage proofreader's schedule and FDA copy edit rounds
- Work directly with layout mech artists and studio team on composite-size ad mechanical builds
- Delegate workflow and oversee trafficking approvals on art concepts
- Coordinate with media buyers on insertion orders and pub media rotation charts
- Work with consumer mags, trade pubs, newspapers, out-of-home printers and posting companies
- Search and collaborate with experiential marketing vendors and event production
- Obtain closing-date deadline extensions and manage the release and uploads of final high-res files
- Attend press checks at printing plants for color match and manage digital printing reproduction
- Production of publication insert units and various copy styles onto different surfaces