

TESSA WILSON

Award-Winning Producer at Mills James

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SUMMARY

A media expert with experience in video pre-production, production, and post-production; vendor and project management; budget, statement-of-work, and invoice creation and management; digital and print publication; asset tracking and coordination; UX/UI and content management systems; and strategy development and adaptation. Uses knowledge and skills gained to adapt to rapid shifts in virtual and in-person work environments as well as to create strategy, production, implementation, and analysis guidelines. Results-oriented professional accustomed to surpassing expectations in deadline-driven settings.

EXPERIENCE

Producer

Mills James Productions

📅 07/2022 - Present 📍 Columbus, OH

- * Won a w3 Silver award in the category of General Video - Diversity, Equity & Inclusion for 'Stonewall Columbus 2024 Pride Month Intro' in October 2024
- * Produced, directed, budgeted and scoped the first virtual production project for Mills James in May 2024

- Creates budgets and scopes for existing and prospective client projects
- Develops production schedules, call sheets, and shot lists
- Manages logistics on video projects, such as running talent auditions, talent and crew travel needs, securing parking/load-in information, COIs, and permits, booking crew, gear, and post, and confirming file specs and deliverables
- Serves as main line of communication between clients and internal production and post-production crew, and finds solutions to problems that arise as needed
- Oversees post-production tasks like translation services, editing, motion graphics, and audio mixing

Associate Producer

Mills James Productions

📅 08/2021 - 07/2022 📍 Columbus, OH

- * Nominated for a regional Emmy Award (The Ohio Valley Chapter) for work on the Columbus Symphony Orchestra's 2021 Holiday Spectacular®
- Managed in-house and freelance production and post-production crews to stay on-schedule and within scope and budget for client video production and hybrid live-event projects
- Developed and coordinated production and post-production schedules with in-house and freelance talent as well as clients
- Served as liaison between the client and production and post-production crews and problem-solves issues brought forth from either team
- Created project bids and scopes using client-provided creative and budget information
- Provided creative direction to talent and crew on-set on behalf of or in conjunction with clients
- Performed teleprompter operation, floor directing, and production assistance duties as needed

Freelance Project Manager

Mills James Productions

📅 04/2021 - 07/2021 📍 Columbus, OH

Created and executed media workflows and storyboards for large-scale video production projects. Ensured projects stayed on schedule and problem solved any issues that arise.

- Developed style guides, production schedules and demographics reports
- Tracked pre-production, production and post-production using project management tools (Wrike, Basecamp)
- Reviewed scripts and videos for client-established quality assurance

EDUCATION

Certificate, Non-Profit/Public/Organizational Management

Drexel University

📅 01/2020 - 12/2021

Master of Arts - MA, Media Studies

The New School

📅 01/2009 - 12/2011

Bachelor of Science - BS, Electronic Media Production

Kent State University

📅 01/2004 - 12/2007

CERTIFICATION

Project Management Foundations: Integration

Lynda.com

Project Management Foundations: Stakeholders

Lynda.com

SharePoint Online Essential Training

Lynda.com

Project Management Foundations: Budgets

Lynda.com

New Manager Foundations

Lynda.com

Hiring Your Team

Lynda.com

Onboarding New Hires

Lynda.com

Delegating Tasks

Lynda.com

Leading Productive Meetings (2011)

Lynda.com

Managing for Results

Lynda.com

EXPERIENCE

Corporate Manager of Creative Projects

Ohio Living

06/2019 - 01/2020 Columbus, OH

Designated and managed several hundred creative projects, deadlines, parameters and processes for a team of six for Ohio Living's 19 locations.

- Served as liaison between vendor and clients, gathering specs, quotes, estimates and production turn times
- Assigned and coordinated marketing projects to/with local print and promotional companies
- Ran project kickoff meetings to strategize design and voice of marketing packages

Adjunct Professor

Columbus College of Art & Design

08/2018 - 12/2018 Columbus, OH

Taught course "Lens-Based Narrative" to upper class Photography students during the Fall 2018 semester. The class focused on film theory basics, post-production/editing techniques, artists' books, photo and video sequencing, and comics creation.

- Designed and implemented student curriculum for the course
- Improved student success rate by 30% by providing mentorship and individual support to 22 students.

Senior Media Designer

McGraw-Hill Education

11/2014 - 11/2018 Columbus, OH

Designed and executed media processes and workflows for digital and print as well as tracked production using project management tools (Asana, Smartsheet, Basecamp), databases, schedules, and budget forecasting.

- Collaborated with cross-functional teams to develop style guides and prototypes that enhance content, student learning, and engagement
- Mentored and led team of six Media Designers through asset development process and provided training on best practices ensuring efficiencies
- Researched and compiled user experience (UX) information for Agile UX/UI team biweekly and assisted with brainstorming and application of headless CMS for new digital-first publications
- Designed department-wide onboarding and training documentation for new hires and ongoing education for existing Media Designers

Graphic Designer

Proforma Kapco

10/2013 - 01/2015 Columbus, OH

Web Designer/Developer

W. A. E. Corporation

08/2010 - 06/2014 Columbus, OH

Marketing Director

Dublin Dental Care

08/2013 - 03/2014 Dublin, OH

Editorial Assistant/Content Coordinator

Spill.com

06/2008 - 06/2010 New York, NY

SKILLS

Directing Talent

Logistics Management

Client Communication

Budget Management

Scope Management

Production Management

Budgeting

Creative Direction

Graphic Design

Project Management

Digital Media

Web Design

Higher Education

Logo Design

Social Media Marketing

Publishing

Writing

Graphics

Creative Writing

Page Layout

Illustration

Web Development

Search Engine Optimization (SEO)

Content Development

Art Direction

Typography

Copywriting

Content Management

User Experience (UX)

Storyboarding

Adobe Creative Suite

Educational Technology

Adobe Illustrator

Cascading Style Sheets (CSS)

Final Cut Pro

Adobe Premiere Pro

Adobe Photoshop

Microsoft Office

Adobe Acrobat

Microsoft Excel

Adobe Indesign CC

Leadership

Public Speaking

Educational Leadership

Staff Development

Management

Customer Service

Avid Xpress

Asana

Video Production

Video Editing

Video Post-Production

Project Coordination

Team Coordination

Special Events Coordination

Editing

Training

Curriculum Development