

Maximilian Hood

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Summary

Organized, Creative, and technically proficient Commercial Coordinator / Supervisor with 10 years experience as a freelancer in media production.

Professional History

Freelance Production Coordinator & Production Supervisor

2018 - 2024 • Los Angeles, CA

- Responsible for managing 6-figure and up to multi-million dollar budgets.
- Communicate with vendors to provide equipment and services for commercial shoots.
- Communicate with various film crew departments to negotiate rates, brief them on project goals, requirements, scheduling, creative direction, etc.
- Utilize various software to create documents, data grids, presentations, track budgets, manage schedules,
- Handle a myriad of daily requests and demands under high pressure and in fast paced environments coming from clients, production companies and film set crews.
- Appropriately supervise and delegate the many tasks that keep a production moving
- Adapt to various production companies' rules, regulations, and accounting procedures.
- Work to ensure an entire commercial production is documented, accounted for and presentable to the production company in a timely manner with great attention to detail.

Freelance Production Assistant & Office PA

2014 - 2018 • Los Angeles, CA

- Work closely with Production Coordinator and team to manage the details of various administrative duties.
- Conduct research tailored to the needs of each commercial shoot.
- Go above and beyond to source difficult to find products or items to meet production or client requests.
- Provide great customer service and hospitality catered to the specific needs of our elite clients.
- Responsible for food and beverage catering for large teams including high profile clientele.
- Responsible for the organization and cleanliness of our work environment.
- Work on set with film crews handling equipment- heavy lifting and various tasks.
- Drive large box trucks all around Los Angeles, often navigating narrow roads.
- Shop for necessary items and supplies, pick up rental equipment, and perform deliveries in a timely manner

Some Past Clients

Production Companies

- RSA • RadicalMedia • Prettybird • Reform School • Partizan • Logan Media • Mass Appeal • Roger LA

Agencies

- 72 & Sunny • TBWA Chiat\Day • McCann • Merkley+Partners • Brownstein • Abelson Taylor • Venables Bell & Partners

Clients

- Apple • Nissan • McDonald's • Shell • Tanqueray • Taco Bell • GAP • TruGreen • Patron • Pandora • Neurocrine Biosciences • Vanda Pharmaceuticals • Denny's • Hyundai • NCAA • Bob Evans