

EMMA HANKEY

Media Producer

269.567.8193 | ehankey98@gmail.com | emmahankeyportfolio.com

With over four years of experience managing multiple media productions and live events, I have sharpened my expertise in production management and creative processes, particularly within the travel and event industries. My strong passion for these fields fuels my dedication to delivering outstanding results. As I advance in my career, I remain committed to excelling in the production and creative space, with a focus on travel and events.

EDUCATION

University of Central Florida
Master of Science
Destination Marketing
Event Management

Grand Valley State University
Bachelor of Arts
Media Production
General Business

SOFTWARES

- Salesforce
- Asana
- Canva Pro
- Adobe Creative Suite
 - Premiere Pro
 - After Effects
 - InDesign
 - Illustrator
 - Photoshop
 - Lightroom

SOCIAL PLATFORMS THAT I'VE MANAGED

- Instagram
- LinkedIn
- Facebook
- TikTok

EXPERIENCE

Associate Producer

FEB. 2023 - Present | Edgefactory Agency | Full-Time

- Manages all aspects of media and event production, encompassing pre-production planning, logistics, vendor coordination, onsite management, stage management, show calling, and post-production scheduling and deliverables
- Produces quarterly international live broadcasts for a global client, managing a cross-functional team of film crew and editors to ensure seamless collaboration and high-quality content delivery
- Manages and crafts six-figure budgets, utilizing strategic allocation and cost-effective planning to ensure seamless execution, optimal resource utilization, and maintain consistently high project margins averaging at 40%

Broadcast Production Coordinator/Assistant

2021 - Present | The Walt Disney Company | Contract

- Manages request forms for catering, talent, and location bookings, while coordinating travel logistics for talent, vendors, and crew
- Generates and distributes production schedules to crew and supporting vendors, while also providing field support through equipment gathering and logistical communication.
- Records minutes of project meetings for distribution to involved departments

Production Coordinator

2022 - 2022 | Dear World | Full-Time

- Led the execution of 10-15 digital events, live projects, and productions for both client and internal initiatives per quarter
- Procured production equipment from rental vendors in global metropolitan areas
- Conducted interviews and managed contracts for digital and international event crews
- Operated project management software, Asana, in conjunction with the CEO and Producers, setting milestones, tasks, and subtasks

**Due to organizational restructuring, this role was phased out.

Cannes International Film Festival Production Intern

2019 | American Pavilion

- Produced digital content for the American Pavilion and Corkcicle during red-carpet events for digital and social use
- Key point of contact with the media team for workflow progress, project budgets, and client contracts
- Designed and created digital/motion graphics for the 2020 American Pavilion brand and social profiles
- Scheduled meetings, managed project expenses, prepared proposals and acted as a liaison with American Pavilion partners