

ERIN PENDLETON

405-593-1599

erinRpendleton@gmail.com • [LinkedIn](#) • [IMDb](#) • [Portfolio](#)

Creative Producer with 8+ years of experience leading multimedia storytelling and branded campaigns across digital, social, and live platforms. Proven success with cross-functional teams and optimizing production pipelines. Skilled in content strategy, post-production, and workflow automation.

EXPERIENCE

NOVEMBER 2023 – PRESENT

LEAD POST-PRODUCER (CONTRACT), PRIME VIDEO BRAND SOCIAL

Handled post-production for brand social content, including asset management, quality control, and coordination across teams to ensure timely delivery of engaging visual materials. Contributed to projects involving behind-the-scenes photography and video elements, streamlining processes for efficiency in high-volume environments. Collaborated closely with directors, editors, and creative partners to maintain brand consistency and meet production goals. Quadrupled team's quality output deliverables within 6 months by identifying, creating and implementing necessary automated tracking systems. Produced & captured live events (Amazon UpFront, Tribeca Film Festival, SXSW, Premieres, and more!)

MAY 2018 – PRESENT

PRODUCER / PROJECT MANAGER / CAMERA / DIT / SOCIAL MEDIA, (FREELANCE)

Drove creation and distribution of impactful films, shows, pilots, documentaries, podcasts, and branded campaigns centered on community empowerment, cultural preservation, and social change for clients including Discovery Channel, Tyler Perry, Norman Lear, NAACP Awards, Wells Fargo, GRIO Awards, Miami Dolphins, and SSM Nashville Records—managing everything from social media content and artist branding to execution. Led high-stakes disaster relief media campaigns for Hurricane Dorian, sparking awareness, coordinating volunteers, and facilitating survivor support. Built end-to-end programmatic AI, social, and billboard advertising pipelines from ideation to launch, while designing and maintaining client websites and handling comprehensive digital asset management.

NOVEMBER 2021 – MAY 2025

ASSISTANT EDITOR / QUALITY CONTROL SPECIALIST, IMDB ORIGINALS

Solely managed the complete QC workflow for all IMDb Original videos and static assets across web and social platforms, handling content ranging from 15-second clips to 1.5-hour features with precision and efficiency. Conducted real-time quality control for high-profile global premieres, film festivals, awards shows, and live events, ensuring flawless delivery under pressure. Partnered closely with editorial teams to uphold excellence, compliance, and brand standards while QC'ing ancillary graphic design and interactive festival elements like maps and menus. Created and quality-assured engaging trivia content for major events including Cannes and San Diego Comic-Con, enhancing audience experiences at the world's top festivals.

AUGUST 2022 – JULY 2023

PRODUCTION SPECIALIST (CONTRACT), AMAZON GLOBAL PRODUCTIONS

Streamlined social-led marketing campaigns that seamlessly complemented full-scope initiatives while coordinating on-set captures to align perfectly with talent and production schedules for an effortless experience. Orchestrated end-to-end production from initial ideation through final asset delivery, partnering fluidly with cross-functional teams, external vendors, production partners, and influencers to bring visions to life. Built comprehensive department-wide onboarding and training resources from the ground up, empowering smoother operations and faster team ramp-up. Delivered high-impact support for live activations, global press tours, and red-carpet events, contributing to standout moments for key titles including NY Comic-Con, Jack Ryan, Reacher, Citadel, The Peripheral, and The Consultant.

AUGUST 2021 – DECEMBER 2021

H&S ASSISTANT MANAGER (TESTING) / LEAD COORDINATOR, HBO WESTWORLD

Coordinated high-volume, tier-classed COVID testing protocols and generated daily master set-access lists for over 1,000 crew members and talent across multiple domestic and international filming locations, ensuring seamless and safe operations in a fast-paced production environment. Delivered precise, real-time coordination that kept the final season of Westworld on track, wrapping successfully with the crew at the conclusion of Season 4.

JUNE 2021 – AUGUST 2021

COO / COORDINATOR / ON-SET MONITOR, VIACOM NICKELODEON

Ensured seamless scheduling and execution of COVID testing for the entire cast and crew, maintaining uninterrupted production momentum. Managed the master compliance list with precision, keeping the show fully compliant while adhering to tight filming schedules. Served as on-set monitor, overseeing daily safety protocols, distributing essential supplies, and educating cast and crew to foster a safe, efficient, and collaborative environment throughout the production.

OCTOBER 2016 – AUGUST 2018

COMMERCIAL ACCOUNT MANAGER (CISR), MCANALLY WILKINS

Maintained accurate policy records in AMS360 for high-value oil & gas and trucking indemnity portfolios, ensuring seamless management and compliance across complex accounts. Prepared detailed proposals, provided hands-on support during client meetings, conducted thorough policy analysis, swiftly resolved discrepancies, and managed precise billing reconciliation to deliver exceptional service and maintain strong client relationships.

AUGUST 2013 – OCTOBER 2016

COMMERCIAL ACCOUNT MANAGER (CISR), FRATES INSURANCE

Analyzed, serviced, and reconciled commercial accounts with precision to guarantee optimal coverage and full compliance, single-handedly managing the Oklahoma Physician Insurance Program with over \$1MM in annual premiums. Cultivated and retained enduring client and carrier relationships through trusted expertise and proactive support. Developed innovative specialized programs—including a statewide food truck insurance initiative and the Oklahoma Option Workers' Comp alternative—while producing and hosting educational events to empower clients and strengthen industry partnerships.

EDUCATION

AUGUST 2013

B.SC., ALLIED HEALTH SCIENCES, SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

- Minor: Spanish