

Holly Pasternak

Contact Information:

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Location: Greater Chicagoland Area

Summary

Experienced Senior Account Executive/Project Manager with a track record of success in managing client accounts and delivering results. Skilled in coordinating print and digital workflows, tracking timelines, and ensuring deadlines are met. Proven ability to create meeting contact reports, schedule internal creative reviews, and facilitate client meetings and presentations. Strong background in photography work-streams and shoots, collaborating with cross-functional teams to meet client deliverables.

Freelance: Account Management/Project Management

Senior Account Executive, Chicago/PXP Studios/2023-2024

- Assisted with various facets of the ALDI account, overseeing both print and digital workflows.
- Tracked timelines, ensured deadlines were met, and created meeting contact reports for distribution.
- Scheduled internal creative reviews, client meetings, and presentations.
- Supported photography work-streams and shoots, ensuring client deliverables were met.
- Collaborated with producers to produce estimates and ensure smooth operation of sets and scenes on a weekly basis.

Account Producer, Chicago/Kohls/Contract/2023-2023

- Produced television commercials and online advertisements for Kohls and Sephora.
- Assisted with various facets of the Kohls account, overseeing both print and digital workflows.
- Collaborated with the team to produce estimates and ensure smooth operation of sets and scenes on a weekly basis.

Project Manager/Account Executive Hogarth Worldwide/Chicago/2022-2023

- Managed multiple projects for the Coca-Cola brand, creating and maintaining timelines.
- Developed estimates, budgets, and tracked digital, print, and moving image production schedules.

Project Coordinator, Clutch Studios/Chicago/2021-2021

- Maintained up-to-date schedules, timelines and tracking documents based on conversations with Project Managers and Account leads.
- Assisted in file placement on the server, uploaded assets, and added metadata.
- Developed and recruited freelance talent, managed projects, and liaised with clients.

Permanent/Full-time: Project Management

Project Manager, Energy BBDO/Chicago//2021-2022

- Oversaw SC Johnson's E-commerce brand projects, managing multiple projects and maintaining timelines.
- Created estimates, budgets, and tracked digital, print, and moving image production schedules.

Freelance: Production Coordinator

HBO/Chicago/2021-2021

- Coordinated the Art Department for a television show on HBO.
- Managed budgets, created purchase orders, handled invoices, and purchased items for the department.
- Provided oversight for Props, Set Decoration, Construction, and Graphics departments.

Paramount Pictures/Chicago/2019-2020

- Tracked the budget for the Construction Department, handled labor payments, and managed purchase orders and check requests.
- Provided office coordination support.

Grubhub/Chicago/2019-2019

- Coordinated shoots for restaurants represented by Grubhub on their website and app.
- Created schedules, performed data entry, and collaborated with Producers and Photographers.
- Managed simultaneous filming in different locations and time zones while working remotely.

The Mill/Chicago/2018-2018

- Coordinated film shoots and managed VFX teams for commercial spots.

Sony Pictures Entertainment/Amazon Studios/Chicago/2017-2017

- Coordinated the Set Decoration Department, including tracking budgets and schedules.

20th Century Studios/Chicago/2016–2016

- Coordinated the Set Decoration Department, including tracking budgets and schedules.

Education

- Bachelor of Arts, Columbia College Chicago, Chicago IL, 2015

Skills

- Account Management
- Project Management
- Production
- Budgeting and Scheduling
- Client Relations
- Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Smartsheets
- Strong Communication, Organization, and Detail-Oriented.

References

- Caroline Helms – Energy BBDO
Director of Project Management
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- Yung Savolainen - Grubhub
Executive Producer
(312) 206-1646
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- Deanna Loperena – PXP Studios
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