

Elise Tamra Jaffe
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Chicago, IL 60618

312.805.0601

BUSINESS OWNER:

Big Teeth Productions - CEO/Executive Producer – Chicago, IL (2005-Present)

Responsibilities: Run all business affairs / Produce work for TV and web, branding and design / Budget creation and management / Billing and vendor payment / Negotiating contracts / Creative team management including freelancers / Talent search, hiring and payment / Scheduling / Sales

Clients: Nokia, Groupon, Edelman, Weber Shandwick, Chicago History Museum

Fooditude Media, Inc – VP, Operations / Integrated Producer – Chicago, IL (2009-2013)

Responsibilities: Run all business affairs / Produce all video content / Plan events and marketing efforts / Manage social media channels, email blasts and blog / coordinate talent / Hire and manage volunteers

FREELANCE SENIOR PRODUCER: FCB, Vitamin, VSA Partners, Foundation Content- Chicago, IL (Present) Responsibilities: Produced a variety of content for sales, recruiting, social media, digital, new media. Managed creative teams and schedules / Coordinated talent and travel / Supervised post-production **Clients:** Goldman Sachs, USPS, Quest, Quaker, Nokia, Enterprise, Conagra

BROADCAST PRODUCER:

Responsibilities: Created estimates / Managed budgets / Competitive bid vendors / Vendor and creative team management / Scheduling / Music and stock licensing / Talent search / Contract negotiation / Post-Production supervision

J W T – Producer Chicago, IL (Feb. 2004-Jan. 2006)

Produced Broadcast TV/Radio. Also produced viral work at onset of web video

Clients: Nestle (Stouffer's and Tollhouse), Kraft,

G Whiz Entertainment - Producer – (Youth Marketing) New York, NY (Oct. 2002-Feb. 2004)

Produced all TV, Radio and Internal client work; Editorial Manager and Editor

(Avid) **Clients:** Topps, Progressive, Dairy Queen, US Cellular

Grey Worldwide – Producer / Assistant Producer - New York, NY (Aug.1999-Oct. 2002)

Produced TV & Radio spots, Internal client work as well as new business pitches

Clients: Hasbro, Procter & Gamble, Panasonic, Smuckers, Jif

INTERNSHIP EXPERIENCE:

Unapix Entertainment: New York, NY (Summer 1999) - As Fellow of the IRTS

Responsibilities: Script review / Project development / Assisting VP of Television Sales and Marketing

MTV Networks/Nickelodeon: New York, NY (Summer 1998)- *Blue's Clues* Scripting & Development

Responsibilities; Episode research / Script editing / Developed children's web book/guide to the web

Lancit Media Entertainment: New York, NY (Summer 1998) - Production Assistant

Responsibilities: Assisting producers for *Reading Rainbow*, *Puzzle Place* & *Outward Bound*

OTHER RELATED EXPERIENCE:

Indiana University Media School - Alumni Board Member 2017-Present

Asbury Shorts Chicago - Producer of Chicago Show 2004, 2005

AICP Midwest - Chicago Show Sponsorship Chairman 2017-Present

International Radio and Television Society - Summer Fellow 1999, Selected as Co-Chair/Advisor 2003

EDUCATION:

Indiana University Bloomington, IN: BA, Telecommunications 1999 Minor: Theater and Drama

Senior Honors Thesis: *Are Broadcasters Making the Grade? Children's Programming of Today*

Thames Valley University London, England (Spring 1998) Communications & Theatre (produced/directed TV & Radio programs)

New York University Continuing Education: Directing Program