

Robert L DeRoeck • 303-981-2902

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2124 E 17<sup>th</sup> Ave, Apt 8, Denver, CO 80206

**Skills Summary:**

Focused and highly motivated professional with 6+ years extensive experience in private and commercial film and television. Excellent written and oral communication skills. Extremely detail oriented and driven. Works exceptionally well with others from any background. Specialist in coordinating schedules, booking travel arrangements, shipping and receiving, handling equipment, troubleshooting and farsightedness. Eloquent and punctual.

- As a Coordinator, I have identified, located, vetted and hired dozens of camera operators and assistants in 5 different states, from California to Florida. Developed a grading system and implemented a nationwide contact list for freelance professionals to be reached again in the future.
- As a senior staff member, I played a key role in writing the Metal Flowers Media employee handbook, which laid out job responsibilities for all 60 employees and their individual freelance hires.
- Maintained compliance with Employee Handbook for shot framing, aspect ratio, video frame rate, audio sampling rate, across the company.
- Trained incoming staff, mentoring them and tutoring them in the explicit tasks laid out for them in the Employee Handbook, greatly increasing productivity and increasing team morale.
- Coordinated schedules with videographers, producers, directors and applicants, ensured all parties were on site on time and were in possession of all relevant equipment, including cameras, microphones, tripod, c-stands, lighting, computer, cell phones, batteries, power supply, memory cards, HDDs, etc. Developed and implemented a standardized checklist for equipment to be brought to every location shoot in the future, eliminating confusion and headaches, and increasing productivity.
- Managed incoming media from the field via FedEx, UPS, or digital upload via Google Drive, Dropbox or other FTP. Developed a system that allowed company employees the easiest and quickest access to incoming footage, and managed handoff to post production.
- Designed, organized and implemented a boilerplate contact sheet for clients, anticipated needs of each client, so that all info was accounted for in applicant contact sheet, including names, ages, addresses, emails, phone numbers, drivers license numbers, preferred departure airport, etc.

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## **EMPLOYMENT HISTORY**

### **Metal Flowers Media (Dec 2012 – Present)**

#### **Casting Coordinator**

I have quickly advanced from a Casting Assistant, to a Casting Associate, and I currently operate as a Casting Coordinator. I present our clients with all of the materials to ensure our applicants meet their needs for personality, experience and availability, and provide clients with a myriad of materials that accompany our casting reels. I write One Sheets, contact sheets, and story prompts. I have trained incoming staff, a task which involved drafting and creating the Employee Handbook, I have found, vetted, and hired numerous photographers around the country and coordinated their field shoots, I have worked closely with our post production department, making certain editing and graphics have all the materials they require to build outstanding casting reels, Our clients include, but are not limited to: *Discovery, Spike, National Geographic, NBC, History, TruTV, and SyFy.*

### **Traditions Unlimited (June 2010 – Dec 2012)**

#### **Showroom Manager**

As Showroom Manager, I have been in charge of showroom maintenance, product display, sales and accounting. I deal with product representatives, shipping and receiving, and continuously shift product around to highlight selected lines.

### **Crispin Porter + Bogusky (Jan 2011 – July 2011)**

#### **Video Edit Intern**

Edited internal, short form videos for Dominos Pizza, Dish Network, Old Navy, Coke Zero, American Express and others, to be screened for clients and awards ceremonies. Collaborated with other editors on projects. Worked closely with producers and art directors to build extremely high quality, short-form videos under tight deadlines.

### **Various Production Companies (May 2009 – Jan 2011)**

#### **Production Assistant, Audio Field Recording, Video Editor**

After graduating from the University of Colorado, I took a wide variety of jobs on numerous television pilots, independent films and national television commercial crews. As an audio field recorder, I managed a 6-channel mixer with signals from boom mics, lav mics, and shotgun mics. As a production assistant, my responsibilities included everything from wiring lights and electrical to on-site generators, dressing and preparing the talent for their scenes, taking and delivering lunch orders for cast and crew, guarding equipment, managing pedestrians who might interfere with taping, keeping talent complacent, and generally greasing the wheels.

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## **ACCOMPLISHMENTS**

- March 2010 – Featured Artist in “Underexposed” at Boulder Museum of Contemporary Art
- December 2007 - Grillo Award: Best Film

## **COMPUTER SOFTWARE**

Expert with MS Office, Windows, Mac OS and iOS, Google Docs, Skype, proficient with Adobe Creative Suite, Final Cut Studio Pro, Garage Band, LAN and VPN, numerous audio and video recording platforms.

## **ADDITIONAL TRAINING**

Have attended multiple company Think Tank retreats, which encompassed the following formal training courses:

- Microsoft Office
- Gmail
- Google Docs
- Project Management
- Team Building
- Team Management
- The Art of the Interview

## **EDUCATION**

- BFA, Film Production – University of Colorado, Boulder  
Graduated: May 2009 (3.7 GPA) – 153 Credit Hours; Deans List twice
- BS, Broadcast News Production – University of Colorado  
Graduated: May 2009 (3.7 GPA) – 153 Credit Hours; Deans List twice

## **VOLUNTEER WORK**

### **Audiovore (Dec 2011 – Dec 2013)**

As part of the Production Team, I am responsible for shooting live performances, both in the studio and on stage, and then am responsible for editing the multi-camera shoots into a polished video for the web.

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## **REFERENCES**

**Megan Golliday – Casting Producer, Revolocity**  
(917) 817-7815 • [megangolliday@gmail.com](mailto:megangolliday@gmail.com)

**Brian Bell – Freelance, Director of Photography**  
(720) 301-6042 • [brianbell5@mac.com](mailto:brianbell5@mac.com)

**Christine Souder – Video Editor, Whizz Bang Studios**  
(720) 352-3378 • [christinesouder@yahoo.com](mailto:christinesouder@yahoo.com)