



TRACEY FOBBS

PRODUCER | COORDINATOR | 1ST AD

OVERVIEW

Experienced producer, coordinator, 1st AD, light tech and studio manager with a proven track record of creating successful media projects across various platforms. Skilled in project management, creative development, and team leadership. Strong network of industry contacts and a passion for bringing ideas to life. Seeking a challenging opportunity to contribute my expertise and elevate the brand along with others that align.



Phone

678.910.8670



Email

traceythedirector@gmail.com



Address

7037 Mahonia Pl Lithonia GA. 30038

MY SKILLS

PERSONAL SKILLS

- Project Management
- Problem Solving
- Detail Oriented
- Leadership
- Team Motivator

SOFTWARE SKILLS

- Movie Magic Scheduling
- Movie Magic Budgeting
- Hot Budget
- G Casper
- G Suite & Dropbox
- Adobe Premiere
- Final Draft

REFERENCES

KEN JACKSON

FREELANCE PRODUCER

678.699.6844

KENJAXONENT@GMAIL.COM

ADICLERE EVANS

THE FUNNEL CREATIVE/ LINE PRODUCER

404.441.0800

ADICLERE@THEBEEC.ORG

WORK EXPERIENCE

AUG 2014
PRESENT



PRODUCER | STUDIO EXECUTIVE KINSHIP WORKS | FREELANCE

- Produce Long and Short Form Content
- Manage Sound Stage, Produce Original Content

AUG 2015
PRESENT



LIGHT TECHNICIAN FREE LANCE

- Feature Films, TV Shows, Music Videos, Commercials and Docs.

AUG 2018
PRESENT



1ST AD | PRODUCE | COORDINATE FREE LANCE

- Music Videos, Commercials, Scripted

AUG 2013
PRESENT



DIRECTOR KINSHIP WORKS | FREELANCE

- Develop Creative Concepts
- TV Pilots, Short Films, Web Series, Music Videos

MY EDUCATION

AUG 2013
FEB 2015



BACHELORS OF FINE ARTS DIGITAL FILM AND VIDEO PRODUCTION ART INSTITUTE OF ATLANTA

WORK DESCRIPTION

2014 - PRESENT

ROLES + RESPONSABILITIES

PRODUCER/UPM/PC

- Manage production budget and expenses
- Create and manage production schedule
- Hire and coordinate crew members
- Book locations and secure permits
- Create and distribute call sheets
- Manage production paperwork, including contracts and release forms
- Coordinate transportation and accommodations for cast and crew
- Collaborate with director and department heads to ensure on-time, on-budget completion
- Hire and manage extras and background performers
- Coordinate with post-production teams to transfer and organize footage
- Manage post-production, including editing, sound design, and visual effects
- Oversee distribution and marketing of final product, including film festival submissions and screenings

LIGHT TECHNICIAN

Key Grip

- Set up and operate grip equipment
- Assist with camera and lighting setups
- Build and install props and special effects equipment
- Ensure the safety of cast and crew during filming

Gaffer

- Plan and execute the lighting design
- Manage the lighting crew and coordinate their work
- Install and program lighting fixtures
- Ensure the safety of the lighting crew and other members of the production team

PROJECT DESCRIPTION

- NIKE X TEYANA TAYLOR - "LES FLEURS" - COMMERCIAL
- "MERCEDES EQS" - SOCIAL CONTENT
- "THE BROKER" - FEATURE FILM
- "TONE X AMP" PRODUCT PHOTO SHOOT
- "SOUNDCLOUD MERCH" - PHOTO SHOOT
- QUAVO - "HONEY BUN" - MUSIC VIDEO
- QUAVO "DISCIPLES"
- LLOYD - "SLOW WINE BASE LINE" - MUSIC VIDEO
- DABABY - "NOFINSTA" - MUSIC VIDEO
- DABABY "GHETTO GIRLS" - MUSIC VIDEO
- DABABY - "JUDY" - MUSIC VIDEO
- LIL DUVAL "SQUEEZE" - MUSIC VIDEO
- "PIMPOLOGY" 101 - TV SERIES PILOT
- LIL BABY - "EMOTIONALLY SCARED" - MUSIC VIDEO
- "THE CALL CENTER" - TV SERIES PILOT
- JORI - "LIVE SERIES" - STAGE PERFORMANCE
- "THE GOING LIVE SHOW" - TV SERIES
- "SHE" - WEB SERIES
- UNFOONK - "SILENT" - MUSIC VIDEO
- KOLLISION - "WALK" - MUSIC VIDEO

TV+FILM

- LAST CALL
- JOHNSON
- BLAST BEAT
- THE WEDDING VEIL
- FRUIT OF THE HEART
- HAUNTED TRAIL
- P.O.T.A.G.
- PRODIGAL
- HAVE AND HAVE NOTS
- ZOEY EVER AFTER
- LEE DANIELS "STAR"
- MEDIA
- UNTOLD

MUSIC VIDEOS

- CONWAY X LUDS X JID
"SCATTER BRAIN"
- THUGGA X GUNNA
- SUMMERELLA X GUCCI
MANE "PRETY GIRLS"
- MONICA "COMMITMENT"
- BIG KRIT "ENERGY"
- CHRIS BROWN "GO CRAZY"

WORK DESCRIPTION

2014 - PRESENT

ROLES + RESPONSABILITIES

1ST AD/ OFFIC PA

- Create and manage the shooting schedules and call sheets
- Ensure that the production stays on schedule and on budget
- Collaborate with the director and department heads to ensure the creative vision is executed on time and within budget
- Manage and direct the cast and crew during filming
- Coordinate with the camera and lighting departments to ensure shots are properly set up and executed
- Oversee the blocking and rehearsing of scenes
- Manage the production's day-to-day operations, including call sheets and crew schedules
- Ensure the safety of cast and crew during filming
- Handle any on-set issues or conflicts that may arise
- Communicate with the production team about any changes or issues that may affect the shooting schedule or budget

DIRECTOR

- Develop and execute the creative vision for the production
- Collaborate with the writer, producer, and department heads to bring the story to life
- Cast actors and work with them to develop their performances
- Collaborate with the cinematographer to plan and execute the visual style
- Work with the editor and post-production team to create the final product
- Manage the production schedule and budget to ensure the project is completed on time and within the creative scope
- Lead and inspire the cast and crew to deliver their best work
- Direct the actors and crew during filming, making creative decisions to ensure the story is told effectively
- Attend casting sessions, location scouts, and other pre-production meetings to plan the shoot
- Coordinate with the 1st AD to ensure the production stays on schedule and on budget
- Work with the marketing and distribution teams to ensure the final product is promoted and released effectively

PROJECT DESCRIPTION

- "BEST BEHAVIOR" JESSIE MURPH - MUSIC VIDEO
- "CHAD POWERS HULU" - PROMO MATERIAL
- "WHERE YOU ARE" YUNG DYLAN - MUSIC VIDEO
- "SAMSUNG" COMMERCIAL
- "USHER X COKE" COMMERCIAL
- "XFINITY POWERHOUSE" - COMMERCIAL
- "BEBE'S KIDS HORROR" | SHORT FILM/POC
- FOX - "HOME FREE" - TV SERIES
- CARNIVAL CRUISE | COMMERCIAL
- QUAVO X TAKE OFF - "BIG STUNNA" | MUSIC VIDEO
- 2 CHAINZ - "POP MUSIC" | MUSIC VIDEO
- ASIAN DOLL - "ROCK OUT" | MUSIC VID
- JODY X PUSHA T - "DOPE BOY" MUSIC VIDEO

- "THE GOING LIVE SHOW" | TV SERIES
- "SHE" | WEB SERIES
- "THIS IS FOR YOU" | SHORT FILM
- "DIAMOND IN THE ROUGH" | SHORT FILM
- MUSIC VIDEOS