

Ben Swift | Creative Project Manager

Address: 3 Three Acres Lane, Cheadle Hulme, SK86GS

Phone: +44 (0)777 1582 456

Email: bentheproducer@gmail.com

Professional Summary

Experienced creative manager with excellent client and project management skills. I combine extensive sales and business knowledge with an attention to detail and strong analytical skills. I pride myself on my ability to communicate effectively with creative, technical, business and executive audiences.

Core Skills

- Creative Project Management
- Traffic Management
- Financial Control
- Auditing / Quality Control
- Health & Safety / Risk Assessment
- MS Office Suite
- Staff Recruitment / Mentoring
- Performance Management
- Client Service
- Stakeholder Management
- New Business / Sales
- Critical Path / Agile experienced

Recent Employment

June 2010 – Present – Executive Producer / Partner - Beautiful Productions –

Website: beautifulproductions.co.uk

Mercedes Crescenti TV became Beautiful Productions in May 2012. I joined MCTV at a time when the business was taking on more full Production rather than outsourced freelance work. This has meant I have been involved in promoting the company, securing new contracts, employing more staff and looking at the future of the company from a strategic point of view. Since 2009, turnover has increased to around £1.5m and we are currently expanding the offering of the company.

January 2004 – June 2010 - Executive Producer / New Business Director – PSAfilms

PSA was a film production company making Cinema and TV commercials, Online films and Radio ads for clients throughout the UK and in Europe. As well as the production of commercials (project management, legal requirements, client liaison etc.), my remit also included New Business. I researched and established new contacts and pursued leads – anything necessary to bring new business into the company. I was then the primary point of contact for all new clients.

March 2003 – January 2004 – Project Manager – The Chase Creative Consultants –

Website: thechase.co.uk

Initially I was brought in to temporarily cover a vacant Print Manager's role but was soon moved to a permanent Project Manager position. I dealt with the day to day running of the Co-operative Bank account – the most lucrative and complex of The Chase's clients. This involved everything from general account management duties (client briefing, creative management, finance admin etc.) to print-buying / management and also maintaining client relationships.

February 2002 – February 2003 – Creative Services Manager – TEQUILA\Manchester

(now part of TBWA Manchester)

When I first took on this role the workflow through the agency was often haphazard and reactive – I worked to bring it up to a very structured and proactive state. To get to this stage I devised bespoke systems, established a Traffic Department, set up Creative and Studio resourcing structures, took control of Art Buying and effectively reduced freelance overheads by better allocation of staff.

Previous Employment

I spent the previous 6 years working mainly in television on a contract basis – most of which jobs are listed below:

July 2001 – Feb 2002 – Senior Producer, Granada Lifestyle

January 2001 – June 2001 – Assistant Producer “Revealing Secrets” – Multi-Media Arts, For Channel Four

May 2000 – November 2000 – Producer “The Heaven & Earth Show” – BBC Religion

January 1999 – April 2000 – Producer Granada Lifestyle for MUTV

April 1998 – January 1999 – Producer “Livetime” – Granada Breeze

September 1997 – March 1998 – Senior Researcher / film maker Granada Satellite Broadcasting

July – August 1997 – Researcher “Stars In Their Eyes” – Granada Television

January – June 1997 – Researcher “Something For The Weekend” Granada Television

January – December 1996 – Runner – Granada Regional Newsroom

5 Months – Teacher - Chopasni School, Jodhpur, India

Assistant Director – Actiontrack Performance Company

Academic Qualifications

B.A. (hons) in Philosophy - University of Manchester

1 S-Level, 3 A-Level, 10 GCSE - Wycliffe College, Gloucestershire

Aims / Ambitions

I get real enjoyment from making things happen, whether that's working on all aspects of a complex project, developing a client's brand or helping a junior member of staff achieve their goals. In the immediate future I want to develop my skills by increasing the base of my experience, working with new technologies and widening the variety of projects I work on. I spend much of my leisure time with my sons (aged 19, 15 & 13) and I've also been studying Kung Fu for many years. I have also, in another incarnation, made literally thousands of walking sticks.