EDWARD GUERRERO JR.

Producer | Production Manager | Creative Operations

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NYC-based Producer and Production Manager with 5+ years of experience running commercial, branded content, and network television productions from pre-production through final delivery. Skilled at building and managing budgets, coordinating crews and vendors, handling permitting and logistics, processing payroll, and serving as the primary point of contact across internal teams, clients, and external partners. Known for calm leadership under pressure, proactive problem solving, and delivering on time and under budget. Most recently managed a $300,000+ multi-day branded shoot, coming in $50,000 under budget while delivering all client deliverables on schedule. Proficient in Airtable, Wrapbook, StudioBinder, Monday.com, Slack, and Google Workspace.

EXPERIENCE

Production Manager | What Do You Meme LLC · Relatable Toy Company | May – Jun 2026

- Managed a $300,000+ multi-day branded production from pre-production through wrap, coming in $50,000 under budget while delivering all client deliverables on schedule
- Built the entire production infrastructure from scratch one week before filming, including permits, crew onboarding, vendor agreements, schedules, and budget tracking
- Served as primary point of contact across internal stakeholders, external vendors, and talent throughout
- Resolved real-time production challenges including a location overage and property dispute without disrupting the shoot
- Processed payroll through Wrapbook and reconciled all expenses and invoices through final wrap

Line Producer | Rabbit Black · Commercial / Branded Content | Apr – May 2026

- Line produced a commercial production end to end, managing budgets, crew, vendors, and talent from brief through final delivery
- Built and maintained all production documentation including contracts, deal memos, schedules, and expense logs
- Coordinated post production workflow and ensured all final assets were delivered on time and to standard

Producer | Last Corridor · Fifth Floor Media Networks · Sprayground | Jan – Mar 2026

- Produced a branded commercial for Sprayground, managing crew, talent, locations, vendors, and client communication from concept through delivery
- Managed all production logistics, budget tracking, and vendor agreements through final wrap

Production Coordinator | Moxie 1978 · Adidas | Sep – Oct 2025

- Coordinated a two-day Adidas branded shoot including scheduling, crew logistics, vendor management, call sheets, and expense tracking
- Served as cross-functional point of contact and kept client and EP aligned on all deliverables throughout

Associate Producer | Brixx Channel · Freelance | May – Jul 2024

- Supported production across multiple concurrent branded content projects, coordinating crews, locations, vendors, and logistics
- Prepared call sheets, maintained production documentation, and tracked deliverables across all active projects

Location Assistant | NBC · Wolf Entertainment · FBI: Most Wanted | Nov 2023 – May 2025

- Managed location logistics across a network television production including permitting, site access, and cross-departmental coordination
- Promoted from Unit PA to Location Assistant based on performance

SKILLS & TOOLS

Production: End-to-end production management · Budget development and reconciliation · Crew and vendor coordination · Permitting and logistics · Payroll processing · Call sheets and production schedules · Talent coordination · Client-facing communication · Post production oversight

Software: Airtable · Wrapbook · StudioBinder · Monday.com · Slack · Google Workspace · Microsoft Office · Canva · Final Cut Pro · Adobe Premiere Pro

Strengths: Calm under pressure · Proactive problem solving · Detail-oriented execution · Budget discipline · Cross-functional communication

EDUCATION & TRAINING

Borough of Manhattan Community College · Video Arts and Technology

Made in NY PA Program · MasterClass Line Producing (2025) · Group Effort Initiative (2023)