BRANDON SCHEMBRI

PROJECT COORDINATOR | CREATIVE PRODUCTION | DIGITAL DELIVERY

Bergen County, NJ | 201-316-5876 | brschembri@gmail.com | brschembri.com

PROFESSIONAL SUMMARY

Project Coordinator supporting complex, high-volume creative production for Raising Cane's and Kaiser Permanente. Experienced in coordinating broadcast, CTV, digital, social, and out-of-home adaptations through intake, reviews, QC, approvals, and delivery. Combines agency project coordination with a background in SEO project management, front-end development, and IT support. Certified ScrumMaster.

CORE SKILLS

Creative Production: Multi-channel campaign adaptations, asset versioning, localization, VO/audio handoffs, deliverable specifications, QC/QA, production packaging
Project Coordination: Intake and briefs, schedules, trackers, status reporting, approvals, cross-functional handoffs, risk escalation, resource and estimate support
Tools: Productive.io, Workamajig, Smartsheet, Microsoft Forms, SharePoint, Teams, Dropbox, Microsoft 365, Google Workspace, Slack, Asana, Trello, Jira
Technical: HTML, CSS, JavaScript, React, Vue.js, Tailwind CSS, Figma, Git

PROFESSIONAL EXPERIENCE

Wellcom | Project Coordinator | New York, NY **May 2025 - Present**

- Coordinate overlapping creative-production projects for Raising Cane's and Kaiser Permanente, tracking broadcast, CTV, web, social, and out-of-home assets from intake and scheduling through review, QC, and delivery.
- Support Raising Cane's college football, college basketball, and NFL campaigns, tracking team, player, mascot, and co-branding variations, creative changes, version requirements, and approval dependencies.
- Coordinate editor, studio, 3D, and external audio/vendor handoffs, including voice-over revisions, mix feedback, version updates, technical specifications, and deliverable packaging.
- Support Kaiser Permanente production across DCO/native, social, video, audio, and OOH; validate taxonomy, file naming, creative matrices, rotation documents, localization, and asset-level QC requirements.
- Helped refine Microsoft Forms creative intake workflows to capture asset types, aspect ratios, durations, platforms, languages, regional needs, and production notes before work begins.
- Maintain schedules, asset lists, action items, stakeholder updates, and review follow-ups; surface blockers, missing information, and deadline risks while supporting estimates, resourcing, and billing handoffs.

Tradies Get Online (Tradies Go) | Project Manager | Sydney, Australia **Jul 2023 - Dec 2023**

- Managed SEO and website projects from scope through delivery, coordinating deadlines, requirements, QA, and client communication across multiple active accounts.
- Coordinated developers, designers, SEO specialists, and internal stakeholders while maintaining task plans and project visibility in Asana and Trello.

Annex Digital | Junior Front-End Developer | Sydney, Australia **Aug 2022 - Dec 2022**

- Built responsive front-end features using JavaScript, Vue.js, CSS/SCSS, and Tailwind CSS, collaborating with designers in Figma within an agile delivery environment.

ADDITIONAL EXPERIENCE

Garmin Australasia Pty Ltd | Customer Service Consultant | Sydney, Australia **Nov 2019 - Feb 2021**

- Resolved technical product, account, return, and warranty issues across phone, email, and chat.

JTC Technology | Level Two IT Technician | New South Wales, Australia **Mar 2018 - Mar 2019**

- Provided onsite hardware, software, account, and network support for schools across NSW.

Woolworths Supermarkets | Team Member | Sydney, Australia **Oct 2010 - Apr 2018**

- Delivered high-volume customer service, cash handling, issue resolution, and daily store support.

EDUCATION AND CERTIFICATION

Certified ScrumMaster (CSM) | September 2022
Undergraduate Certificate in Information Technology | Melbourne Institute of Technology | December 2021