

JONATHAN STEIN, PMP

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CREATIVE PROJECT MANAGER - PRODUCER

Strategic and creative certified Project Management Professional (PMP) with over 15 years of experience producing and managing projects for corporate, government, film and television industry, internet, and non-profit organizations. Experienced in applying generative AI tools and methods to support creative production, project management, and digital content workflows.

TECHNICAL SKILLS

Project & Production Management:

- Microsoft Office
- Google Docs Suite
- Basecamp
- Salesforce
- Trello
- Monday.com
- Asana
- Slack
- Zoom
- Microsoft Teams

Writing:

- Copywriting
- Script Writing
- Press Releases
- Blogs
- Script Coverage
- Proposals

Creative Tools:

- EP/Movie Magic Budgeting & Scheduling
- Adobe Premiere
- Media Encoder
- HandBrake
- Frame.io
- Canva
- Vimeo Pro
- YouTube Studio
- Final Draft
- Camtasia

Working Knowledge:

- After Effects
- Illustrator
- Photoshop
- Audition
- ProTools
- Logic
- WordPress
- HTML

AI:

- ChatGPT
- Perplexity
- Claude
- Topaz AI Video

HIGHLIGHTS

- Full client lifecycle experience with proven ability in developing, implementing, managing, and delivering projects up to \$2 million for a multitude of platforms
- Strong relationship building and communication skills with ability to lead diverse cross-functional teams and crews to ensure projects are delivered on time, within budget, and within scope
- Creative problem solver, able to overcome obstacles, and effectively manage resources to maximize ROI
- Life-long learner who quickly adapts and integrates new and emerging technologies

RAFFETY WEISS MEDIA

Bethesda, MD

Producer - Project Manager

2024-2025

- Managed business development and partner outreach for both public and private sector
- Drove partner outreach with 60–70% open rates and 10–20% conversion to intro meetings
- Drafted proposals and created decks for federal, state, and corporate opportunities
- Selected clips, wrote copy, and conducted QA for website redesign
- Incorporated generative AI tools (Claude, ChatGPT) into pitch deck copywriting and drafting proposals

KAPTIVATE

Alexandria, VA

Project Manager

2021-present

- Manage creative, social, and digital services for projects
- Procured video production partner and oversaw production of Department of Education prize challenge launch video
- Write content for government proposals utilizing AI for content generation, copy refinement, and rapid brainstorming
- Create blog and web content using plain language guidelines and LLMs
- Manage corporate clients' social media and web content

JAS PRODUCTIONS

Washington, DC

2009-present

Producer - Project Manager - Consultant

- Draft budgets and schedules for short and long-form client narrative scripts
- Script analysis and development
- Manage client/creative team relationships
- Producing, videography, editing, live streaming, teleprompter, audio, and virtual sets
- Select clients include:
 - **Hayden5 – Segment Producer** – Corporate and academic interviews
 - **Sirens Media/Investigation Discovery – Associate Producer** – Re-creation series “Evil Twins”
 - **LeClair Image – Producer/Videographer** – Various corporate, medical, academic, political, and documentary shoots
 - **Wanderlust Entertainment (“Cash Cab”) – Development Consultant**
 - **Spy Pond Production – Story Development Researcher** – PBS documentary “The Wall: A World Divided”

THE MUSICIANSHP

Washington, DC

2016-2020

Senior Project Manager

- Managed the development of a music lessons desktop app for educational non-profit
- Interfaced with stakeholders and vendors – tracking quality control, identifying risks, and implementing risk mitigation strategies
- Advised organization leadership to set project scope, timelines, and resources
- Directed procurement and selection of project management and CRM apps
- Brokered and negotiated video production vendor for LMS platform resulting in a 75% cost savings

EDUCATION & CERTIFICATION

PMP Certification
Project Management Institute

Generative AI for Project Managers Certification
Project Management Institute

Bachelor of Arts
San Francisco State University

MERITS

“CRITIZEN” - documentary Producer

Official Selection:
Sundance, SXSW, and over 15 festivals

Winner: International Documentary Association (IDA) Student Achievement Award

TIVA-DC

2013-2015

Board Member/ Programming Chair

WIFV SCRIPT DC

2013-2016

Script Analyst Panelist

ARLINGTON INDEPENDENT MEDIA
2014-2015
Editor

PBS AMERICAN EXPERIENCE / LOETERMAN PRODUCTIONS

Consulting Producer

Boston, MA

2009

- Created budget and schedule, and drafted shooting script for \$1 million 30-day shoot for docudrama, “The People v. Leo Frank”

ACCELA COMMUNICATIONS (Acquired by Piksle)

Interactive Project Manager - Producer

Southborough, MA

2008

- Executed cost-effective video solutions for turn-key interactive B2B agency serving Fortune 500 clients from tech, government, financial, pharma, and biotech
- Produced and delivered on time, on budget, in scope, and with a substantial client ROI
- Cross-functional position requiring growth of strong relationships with and engagement of clients, sales, talent, creative, and software development departments

THE HALSEY COMPANY

Production Manager – Post Production Supervisor

Los Angeles, CA

2005-2007

- Managed and produced video-film projects for networks, corporate, performing artists, branded content, and non-profit organizations
- Supervised multiple shows across various locations simultaneously
- Created cost-effective budgets and schedules ranging from \$20-250k
- Tracked costs to ensure project remained within budget
- Hired and managed staff and crews
- Scouted and arranged all location logistics for diverse national productions
- Worked directly with production and post-production vendors ensuring deliverables met project quality control standards
- Managed deal memos, contracts, insurance, and payroll
- Primary point of contact for internal and external relationships for talent, vendors, executives, unions, contractors, and accounting

ALLIANCE GROUP ENTERTAINMENT

Production Manager

Los Angeles, CA

2005

- Managed and coordinated all departments for \$2.5 million Lionsgate genre feature film from pre-production through production – including budget management; interfacing directly with vendors, talent, crew, and agents/managers
- Secured location permits and reviewed contracts for final execution

PERCERAMBOROL PRODUCTIONS

Producer - Owner

Los Angeles, CA

2001-2004

- Led company that developed and produced a feature film distributed in North America and licensed in 15+ international territories with sales exceeding 15,000 DVDs
- Hired and managed a team of over 100 people, including remote staff members
- Managed client, vendor, unions, and talent relationships
- Executed every aspect of development, production, and post-production through final delivery – including contracts, payroll, and legal representation
- Created and executed budget and schedule for a compressed production timeline

PREVIOUS EXPERIENCE

TRIAGE ENTERTAINMENT/FOX FAMILY NETWORK
Story Researcher – Series “Exploring the Unknown”

Los Angeles, CA

WOLPER ORGANIZATION/WARNER BROS. TELEVISION
Assistant to President

Burbank, CA

SHOWTIME/HALLMARK/VH1
Script Analyst

Los Angeles, CA