

# JONATHAN STEIN, PMP

Rockville, MD • 323-533-7151 • [jonathanstein75@gmail.com](mailto:jonathanstein75@gmail.com) • [LinkedIn.com/JonathanAStein](https://www.linkedin.com/JonathanAStein) • [JonathanStein.tv](https://JonathanStein.tv)

## 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/tv 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
- 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

- Managed business development and partner outreach for both public and private sector
- 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 proposal drafting

#### 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 ChatGPT, Claude, and Perplexity for content generation, copy refinement, and rapid brainstorming
- Create blog and web content using plain language guidelines
- Manages corporate clients' social media/web content

#### JAS PRODUCTIONS

Washington, DC

##### Producer/Project Manager/Consultant

2009-present

- 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 MUSICIANSHIP

Washington, DC

##### Senior Project Manager

2016-2020

- 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”  
Producer**  
Official Selection:  
Sundance, SXSW, and over  
15 festivals  
Winner: 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 Piksel) 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 films and produced feature film distributed in North America and licensed in over 15 international territories with sales exceeding 15,000 DVDs
- Hired and managed a team of over 100-person, including remote staff
- 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  
**2000-2001**

- **WOLPER ORGANIZATION/WARNER BROS. TELEVISION**  
**Assistant to President**

Burbank, CA  
**1998-1999**

- **SHOWTIME/HALLMARK/VH1**  
**Script Analyst**

Los Angeles, CA  
**1998**