

Carina Chavda | Creative Producer

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Award-winning Producer and Digital Content Strategist with extensive expertise in multi-platform media production and project management. Proven success in leading diverse teams, overseeing end-to-end workflows, and delivering high-quality digital campaigns. Adept at balancing creative vision with strategic execution, ensuring projects are completed on time, within scope, and on budget.

PROFESSIONAL EXPERIENCE

Uncommon Productions | Boston, MA

Lead Producer | December 2021 – Present

- Conduct initial research and secure subject matter experts for Uncommon Production's new documentary feature, *Cracking The Code: Phil Sharp and The Biotech Revolution*.
- Schedule and supervise shoots, make and monitor budgets, ensure creative alignment, and address on-set issues.
- Assembling a production team including directors, actors, technical personnel and editors.
- Facilitate communication across departments, resolve conflicts, and ensure the safety and productivity of cast and crew.
- Oversee post-production, including securing archival material, sound mix, music composition, animation, and color grading while ensuring final quality and legal compliance.

The Grommet | Boston, MA

Media Team Manager | June 2018 – December 2021

- Responsible for the in-house media team: Leading the planning, pre-production and execution of content.
- Driving an increase in revenue by improving video and photo content strategy.
- Manage the performance and output of the video producers and photographers, setting weekly production schedules, providing guidance and approving final video.
- Working with the Brand Director on defining the vision of the brand content.
- Oversee the successful delivery of all media assets needed to support The Grommet's business and brand campaigns.
- Collaborate with other marketing team members and creative partners to deliver media for product launches, catalogs, brand and social campaigns.
- Worked with external agency on the refresh of the Grommet brand and catalog, additionally produced 6 catalogs which reached over 2 million customers.
- Produced 5 Grommet TV commercials, including two introducing the new Grommet brand.

NBC Sports Boston | Burlington, MA

Video Editor (Freelance) | August 2017 – February 2018

- Edited video content for digital platforms and live broadcast.

HRTV | Arcadia, CA

Editor | March 2013 – March 2015

- Created news stories and marketing and promotional video content
- Produced content that drove incremental web traffic to HRTV.com
- Conceptualized and created content for new programming targeted to a broader audience resulting in a 15% increase in viewership in 2 months
- Managed and trained new recruits on content management systems
- Managed workflows and team schedule for the post-production team

Cheeky Bulls Media | Mumbai, India

Producer/Creative Director | June 2008 – August 2011

- Produced and hosted *The Winning Post*, India's premier horse-racing TV show.
- Executed a 7-city reality show for Force India, managing a 30-member crew and securing \$100,000 in sponsorship deals.
- Oversaw multi-camera live event production and post-production for sports and corporate clients.
- Developed partnerships with leading agencies and brands to expand programming reach and profitability.

KEY FILM PROJECTS

- *Cracking The Code: Phil Sharp & The Biotech Revolution* | Producer (2025)
- *What We Find On The Road* | Associate Producer (2023)
- *Climate Rebellion – Nature of Things* | Field Producer (2020)
- *Saving Saffron* | Producer (2020)

SKILLS

- Project Management: Budgeting, Scheduling, Workflow Optimization
- Technical Knowledge: Adobe Creative Suite
- Team Leadership: Recruitment, Resource Allocation, Collaboration with Cross-Functional Teams
- Tools: Microsoft Office Suite, Project Management Software (e.g., Asana, Monday, Airtable, Slack)

EDUCATION

- **MBA** | International American University (2016)
- **MS, Television & Film Production** | Boston University (2013)
- **Bachelors in Media (Advertising)** | Jai Hind College (2008)

NOTABLE ACHIEVEMENTS

- Nominated for Woman Filmmaker of the Year, Los Angeles (2018)
- Produced four award-winning short films with screenings at Cannes and other major festivals.
- Board Member & Secretary, Women in Film & Video New England.
- Micro-influencer for my dog Kygo! (@Kygo_the_Miniberneddoodle)