

Samin Kaysar

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RELEVANT EXPERIENCE

CineView Studios

December 2018 – Present

Production Coordinator

Tampa, FL

- Reduce technical issues by 12% during rounds and approvals by pulling up shots and models, using Linux.
- Assist Production Supervisor with maintaining quotas, deadlines & inventory, ensuring departmental productivity goals are met.
- Manage design calendars for units/assist in setting unit functions and also attend screenings in support of presentation quality.
- Provide oversight on travel booking, film shoot scheduling and post processes, maintaining the highest level of project confidentiality.
- Administer day-to-day Shotgun inputs and extractions, anticipating and mitigating any potential issues of the pipeline appropriately.
 - Oversee and mentor a total of 3 PAs, ensuring all tasks are being prioritized in a timely manner.
- Help the casting director with auditions for studio commercials, hiring and prepping over 20 on-screen talent for commercials.
 - Attracted over 200 potential cast members to our eTribez site using grassroots and digital marketing tactics.

Ace Entertainment

August 2017 – December 2018

Post-Production Coordinator

Orlando, FL

- Took notes during rounds, distributing information to the department afterwards and communicating with artists regarding timelines.
- Tracked and compiled crew timesheets and successfully completed the onboarding of all our crew to Greenslate.
 - Assisted with all deliverables, tracking and uploading to network portal, reducing production delays by 15%

USF News in 90

January 2016 – August 2017

Production Coordinator

Tampa, FL

- Managed priorities and workload effectively to meet deadlines daily, demonstrating the ability to be a strong team player.
- Prepare and maintain documentation tracking financials, logistics and any other information relevant to the production pipeline.
 - Covered a multitude of campus and system goals shared across a variety of internal vehicles, increasing workflow by 12%.

PROFESSIONAL EXPERIENCE

USF News in 90

January 2015 – January 2016

Production Assistant

Tampa, FL

- Catalogued and maintained a digital library by tape or file source, description, and film and updated documentation on internal Wiki.
 - Organized rundown all live and taped segments by utilizing Avid and Premiere Pro, averaging 16 segments per week.
- Assisted with campus-based video production such as setting up video reference cameras to record actors and news anchors.

Spectrum Bay News 9

January 2015 – May 2015

Digital News Marketing Intern

St. Petersburg, FL

- Scheduled and published social posts to drive viewing daily across core and B2B Facebook, Twitter, YouTube, Instagram, and beyond.
- Responsible for the creation and development of content and brand standards for program/service line through use of creative briefs.
 - Expedited the post-production process by 40% helping editors verify aspect ratio, adjusting audio and video levels.

Ringling College of Art & Design

August 2014 – December 2014

Animation Production Intern

Sarasota, FL

- Import and distributed storyboards and shots over network to editors providing a quick turnaround.
- Maintained production data in the studio's production database and related departmental records to reflect departmental work.
- Edited and converted all video elements to the appropriate codec and provided asset delivery under strict deadlines.
 - Tracked over 80 designs and cataloged all show assets on Filemaker Pro.

Lakeland TV

May 2014 – August 2014

Production Intern

Lakeland, FL

- Delivered digital files (quicktimes, AAFs, change notes, DCPs, etc.) to editorial internally and externally as directed by manager.
- Developed key messaging, design and provided direction on creative execution, ensuring compliance on all marketing materials.

EDUCATION

Bachelor of Science, Double Major in Marketing and Mass Communications & Media

August 2015

University of South Florida

Tampa, FL

- Directed & produced two short features at the USF 2015 & 2016 Campus Movie Festival which won the Jury's Award.
- Vice President of the USF Business Association and was responsible for hosting and coordinating all university speaker series events.

SKILLS & PROFICIENCY

- Microsoft Office Suite (Excel, Word, etc.), Gmail, Adobe Photoshop, Illustrator, Maya, ShotGrid, Flix, Concur, Agile (Scrum).