

ELYSEE INZUNZA
Brooklyn, NY
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PROFESSIONAL EXPERIENCE

- Flama – Digital Producer (2016) **Univision**
- Obtains locations, crew and cast for all Field and Studio shoots.
 - Manages petty cash, budgets and expense reports for productions.
 - Organizes and archives all deliverables materials.
- House Hunters International – Post Production Assistant/Junior Coordinator (2015) **HGTV**
- Logged and prioritized footage from field and for loading, naming and sorting by Assistant Editors.
 - Managed In-House transcribers daily assignments and schedules.
 - Acted as a liaison between field and the post-production departments.
- Love and Hip Hop: The Reunion Special - Production Assistant (2015) **VH1**
- Pulled Selects Reels to be edited into recap packages.
 - Created reels from audience video submissions of episode and cast questions to be used on show.
 - Stationed in the control during all tapings and assisted Producers with script notes and tape logs.
- Welcome to Myrtle Manor - Post Production Assistant (2015) **TLC**
- Assisted Show Runner with schedule maintenance and coordination of show move from Los Angeles to New York.
 - Wrote and organized end credit sequence.
- Wild West Alaska - Post Production Assistant (2014-2015) **Animal Planet**
- Created string-out selects sequences in AVID for Story Producers and Editors.
 - Pulled selects and outtakes for Behind the Scenes features for online content.
 - Researched and wrote pop up graphic factoids for re-airing of Season 2.
 - Conducted Cast interviews for segment features and online content.
- Development Coordinator (2013-2014) **Jupiter Entertainment**
- Researched, crafted, and created pitches for potential projects, including *Broke-Ass Bride*, sold to FYI as of November 2014.
 - Conducted Skype interviews with potential talent and created select string-outs for Post.
 - Conducted casting calls for a variety of development projects.
 - Created show overviews and possible episode breakdowns for new development ideas.

EDUCATION

The New School, New York, NY
Bachelor of Science in Liberal Arts with Honors, May 2013
American Musical and Dramatic Academy, New York, NY
Associate's Degree in Theater, October 2009

SKILLS

Proficient in AVID, Mac, PC, Microsoft Office, Social Media, Casting, Pre-Production, Post-Production, Conversational Spanish

References available upon request