

JOSE D. ACEVEDO

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BACKGROUND SUMMARY

- **Film and Television Production:** Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordinating shoots; experience using production equipment. Conduct script analysis and contribute to script changes. Ability to write and edit scenes, treatments, and scripts; competent in film and sound editing.
- **Administration and Communication:** Provide efficient administrative support for a diverse array of program participants and staff. Prioritize and organize workloads to meet strict deadlines; train and support team members. Establish and maintain strong working relationships with management, staff, and internal and external groups.
- **Technical Proficiencies:** Adobe Premiere, ProTools, Final Cut Pro X, AVID, Flatbed Editing, Movie Magic Budgeting and Scheduling, iMovie, MS Office, and Sony Digital Video Cameras, Studio Floor Camera.
- **Strengths and Accomplishments:** Enthusiastic and creative; demonstrated ability to meet deadlines and objectives. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs.

ACCOMPLISHMENTS

- Navy and Marine Achievement medal - For Heroic achievement and bravery while in combat as part of the Riverine unit in Basra, Iraq 2003.
- Letter of Commendation by Captain John Blake – For outstanding combat support during BaltOps 2001
- Writer / Producer for the documentary "Lilly The Glitch", which won Best Documentary and Best of Show at the California State University film festival in 2016.
- Writer / Producer for the documentary " Lilly the Glitch, which was an official selection and finalist in the Grand Indiwise Convention in 2016.
- Director of "Fly on the Wall" short film, an official selection at the Visionary, Ozark shorts and Native film festival in 2015.
- Presidential volunteer service award in 2015 and 2016.
- Certificate of Recognition from Los Angeles Mayor - for my work with homeless vets in 2015.
- Student Veteran Keynote speaker at CSUN 2016 graduation.

PROFESSIONAL EXPERIENCE

Producer, Writer, Director, 01/2017 to present.

Sin Nombre Films L.L.C.

- **Danger Zone – Short film – Producer / Cinematographer**
- **Holy Girl – Short film - Producer / Director**
- **My Cherubs – Short Film – Producer / Writer**
- **Sailing Baylana - Webseries – Producer / Director**
- Created, managed and coordinated original content for life on a sailboat Youtube series, resulting in 550,000 views and 500 subscriptions with 5 partnerships.
- Conceptualizing and executing creative ideas to meet ratings objectives for multiple projects
- Pitching in ideas that relate to the show and deliver show message in an effective manner
- Coordinating and updating outside and internal teams on concept, production and delivery of the series
- Plan the entire production, determined the locations for the films, developed a schedule and fixed a budget for the film.
- Shoot a variety of styles of original and branded content, in the field and in the studio, from sit-down interviews, to hand held doc style. with a focus on short-form consumable digital content.
- Coordinate between the studio and the film's creative and production staff and suggested changes to other directors if required.
- Evaluate the film by editing parts and recommended changes before the final cut is prepared.

Yacht Captain – SV Baylana – 02/2017 – Present

- Navigate a charter sailboat around Puerto Rico and the USVI.
- Controlled rapidly developing challenges and managed crew, equipment, and passengers with definitive control while accommodating customer relations
- Monitor the embarking and disembarking of passengers to ensure their safety
- Steer yacht along plotted routes and ensure that destinations are reached in a time efficient manner
- Managed contracts, permits and releases for guests chartering the sailboat.
- Developed International Safety Management Plan and trained crew to meet rigorous safety expectations.

Player Coordinator - League of Legends Championship, 09/2016 to 11/2016

Riot Games – Los Angeles, CA.

- Instilled discipline and the principles of good sportsmanship in all players.
- Implemented player development strategies via various training methods to improve skill sets of players.
- Provided a safe and comfortable learning environment, while allowing the athletes to have fun and grow.
- Cultivated an environment that emphasized a commitment to continuous improvement.

- Established a positive team culture focused on cooperation, support, and healthy competition.
- Managed tournament eSport schedule and maintained good chemistry between teams.

Video Production Coordinator, 05/2016 to 09/2016

LIMS Productions – Castaic, CA.

- Acted as 1st AD, Script supervisor and UPM on set on different occasions.
- Coordinated video department that produces custom videos for clients that required the creation of internal and external promotional pieces
- Handle the videography and filming of all customer projects and the editing of raw footage to produce a completed video product to meet their specifications
- Organize all aspects of the video production from storyboard, shot-list, production checklist, and cast selection
- Recognized for meeting 100% of customer production deadlines and assisted the sales department with the creation and delivery of many urgent production projects
- Excelled in this high-pressure environment while working with many other team members to create a high-quality final cut
- Arranged contracts, permits and legal paperwork needed for legal department.

Acquisition/Development Associate, 01/2016 to 06/2016

Multivisionnaire Pictures – Los Angeles, CA.

- In charge of the company PR and social media management.
- Managed pre-production, shooting, and post-production, ensured that all videos fit the specifications of the company
- Attended and lead meetings such as strategy sales sessions, overall production planning, talent, scripts and editing needs
- Led client presentations and negotiated deals resulting in a 20% increase in new business.
- Organized and scheduled interviews with executives, working around their schedules and guiding each interviewee's performance to ensure comfort on camera.
- Coordinated materials for film festivals and awards such as Berlinale, Cannes, and AFM.
- Assisted the Senior Producer in maintaining the pre-production process to ensure that a prospective production is within the scope of the resources, meet the content goal and are poised for success.

Production Management - 08/2015 to 12/2015

Blumhouse Productions – Sherman Oaks, CA.

- Scheduled and coordinated meetings, arranged lunches, dinners, and transportation.
- Prepared and distributed call sheets, health and safety notices, agendas and schedules.

Player Coordinator - Call of Duty Word Championship, 02/2015 to 04/2015

Activision Blizzard – Santa Monica, CA.

- Managed and coordinate schedules of players, including appearances as well as travel.
- Led a team of players through practice and rehearsal for television blocking.
- Obtained legal documents needed for tournament entry and kept a database of the players and their handles.

Creative Associate, 01/2015 to 05/2015

Invalesco Entertainment – Los Angeles, CA.

- Led a team of directors producing shoots in the field, including directing cameras, guiding talent, conducting interviews, and obtaining signed releases and contracts.
- Evolved production techniques & equipment while utilizing allocated budget
- Directed on-location, studio, and event shoots, writing project outlines and shot lists.
- Creatively video edited footage into deliverable content. Supervised post-production along corporate style guide while maintaining uniqueness. Encoded videos to proper format for publishing to various channel
- Worked with Director to select scripts and coordinate shooting sets.
- Evaluated performance of broadcasting team and provided appropriate feedback

EDUCATION

Bachelor of Arts: Cinema and Television production, Psychology minor, 2016

California State University, Northridge - Northridge, CA

Associate of Arts: Broadcasting - Production and Performance, 2016

Los Angeles Valley College - Los Angeles, CA

ASSOCIATIONS

President of the Student Veterans of America, Northridge Chapter - 2015 – 2016

President - Phi Zeta Chi fraternity - 2013 - 2014

Vice president of the Phi Theta Kappa (2015), Honor Society

Free & Accepted Mason, Lodge 542, North Hollywood, CA.

Member - SAG- AFTRA, since 2008

Member of the Television Academy - EMMY