

Joseph A. Gonzales

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SUMMARY

Organized and proactive in Post-Production with hands-on experience in media production, including administrative support for Emmy-nominated projects. Skilled in coordinating schedules, managing assets, and maintaining efficient communication across post-production teams to ensure timely and high-quality project delivery. Proficient in Adobe Creative Suite, AI Prompting, and Frame.io, with a strong commitment to detail and a passion for learning the latest post-production workflows and technologies. Eager to support and streamline post-production processes as a Post-Production PA.

PROFESSIONAL EXPERIENCE

Freelance Producer / Unit Production Manager / Line Producer

Nov. 2023 - Current

- Utilizes project management skills to handle production budgets for several digital platforms and scripted content with a keen understanding of video production and industry standard processes.
- Successfully developed and executed production teams by handling communication, scheduling, maintaining guild requirements, sourcing locations, hiring department heads, negotiating vendor contracts, and processing payroll.
- Applied negotiation techniques with multiple vendors to reduce production costs and ensure high-quality production values.

Production Coordinator

Jan 2021 - Nov 2023

Cinema Sala

Los Angeles, CA

- Managed all aspects of event production logistics, including calendar coordination, scheduling, and facilitating staff..
- Produced a minimum of 10+ events per year in collaboration with various Filipino & supporting organizations, enhancing community engagement through effective resource management and creative support.
- Oversaw digital tools such as G-Drive, Slack, & AirTable for maintenance of videos, files, social media accounts, and NDA documents, showcasing awareness and proficiency in production processes.

Vice President of Production

Jan 2023 - July 2023

PODCO

Los Angeles, CA

- Successfully managed the end-to-end development, production, and post-production of several podcasts ensuring they met quality standards and deadlines, ultimately contributing to their success and reputation.
- Provided administrative support to senior management, demonstrating strong organizational and interpersonal skills by managing calendars, preparing meetings, and cultivating relationships with internal/external stakeholders and vendors.
- Collaborated with the VP of Social Media to select "viral" social assets and manage social accounts for multiple projects.

Studio Production Intern under Stephen Prinz

Nov 2021 - Apr 2022

Borderless Pictures at Amazon Studios

Los Angeles, CA

- Managed various administrative tasks for the Emmy-nominated series SWARM, ensuring efficiency and professionalism by effectively handling all tasks given by the Executive Producer & Production Staff.

English Teacher

Jul 2018 - Mar 2020

Peace Corps

Pretoria, ZA

- Developed English curriculum in collaboration with South African teachers, ensuring it met academic goals.
- Taught courses in Creative Arts, English, and Computer Skills to elementary students, employing creative teaching methods.
- Managed content creation, editing, and design as the lead editor and designer for Peace Corps South Africa's Newsletter.

EDUCATION

American Film Institute Conservatory; M.F.A. in Producing

Aug 2022

- Producer of 7+ Narrative Short Films & 3 MOS 35 MM Short Films, Unit Production Manager of 7 Narrative Short Films and 3 MOS 35 MM Shorts. AFI Thesis Films: FULL MOON, THE INTERVIEW, ASHES, TOUGH SKIN, BLINK
- Audi Scholarship Recipient, NATAS Scholarship, NALIP Scholarship, Hispanic Scholarship Fund Scholar

University of California, San Diego; B.A. in Sociology/ International Relations

Mar 2016

- Study Abroad Program in Buenos Aires, Argentina (Summer 2015), Work Study Program in Washington D.C. (Winter 2016)

SKILLS

- **Project Management:** Budgeting, Scheduling, and Resource Allocation, Software Proficient in Jira, Asana, Slack, Frame.IO
- **Administrative Organization:** Calendar Management, Meeting Preparation, Stakeholder Communication
- **Content Creation:** Digital Campaigns, Social Media Management, Podcast Production, Vertical Web-Series, Animation Experience
- **Technical Skills:** Basic HTML, CSS & Python (currently learning), Adobe Creative Suite, Final Cut Pro, Movie Magic Budgeting and Scheduling, Final Draft, Microsoft Office, Adobe Photoshop, G Suite Proficient, AI Prompt Proficient
- **Other Skills:** Team Management, Leadership, Cultural Sensitivity and Diversity, Adaptability, Interpersonal Communication, Event Production Logistics, Physical Production Management, Intermediate Spanish