

KIMBERLY DUONG

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SKILLS

Adobe Creative Suite: Photoshop, Illustrator, InDesign
Editing: AVID Media Composer, Adobe Premiere -mid-level , DaVinci Resolve- advanced
Color Grading: DaVinci Resolve, Lightroom
Sound Editing: Fairlight, AVID pro tool
Effects and animations: After Effects, DaVinci Fusion

Other: Collaboration, Communication, fast turnaround, IT, time management, reliability, Microsoft Office Suite

EXPERIENCE

Earth Angel Productions - Atlanta, GA **December 2022 – Present**
ECO Production Assistant (Part-Time)

- Supported production crew for multiple companies by adhering to set rules, directions, call sheets. Coordinated with multiple departments from pre-shooting to wrap.
- Engineered sanitation while on set and coordinated waste safety. Diverted over 100 lbs from landfill waste to compost and recyclable over the course of one short form production.
- Managed sustainability education and awareness while on set, provided outreach point for green initiatives. Impacted the local community through donations directed from used production assets.
- Tracked, analyzed, and reported carbon footprint and pollution data for productions.

Depth of Field Productions - Atlanta, GA **Freelance from March 2023**
Post-Production Specialist (Editor, Colorist, Graphic Designer)

- Oversaw video package creation, including editorial, footage-gathering, trimming, and visual and audio effects.
- Designed motion graphics in DaVinci Resolve, keyed into footage
- Created trailer, as well as additional marketing materials for multiple films with production company

Piromas LLC - Atlanta, GA **March 2023 - May 2023**
Post-Production Specialist (Editor, Colorist, Graphic Designer)

- Color-corrected footage for multiple short features with production company
- Designed sound, including audio isolation, mixing and editing
- Optimized finalized video for delivery, submission to film festivals

Videographer, Photographer (Self-Employed) - Atlanta, GA **From January 2023**
Crow Cache Productions

- Photographed portraits, events, and various product advertisements. Edited photographs and delivered to clients in a timely manner
- Maintained an average turnaround time of one week for photography
- Produced and edited videos for various clients. Conceptualized, shot video, and edited trailers, short films, and acting reels
- Encoded, exported, and delivered finalized products

EDUCATION

St. Cloud State University
Bachelor of Arts, Double degree in Political Science and Film

- Graduated Summa Cum Laude
- Received Presidential Scholarship for submitted essay

INTERNSHIP

TriGlass Studios Minneapolis, MN

June 2016 - Shoot of Music Video for band, Take 22

Post Production Intern

- Supported production staff, including supply runs and printing operations
- Organized Workflows, tracked invoices, arranged schedules
- Kept editing bay and hard drives with footage organized and streamlined
- Tracked invoices and entered into database