

Alma Yan

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Portfolio: lipingyan.com

[Linktree](#) [Grad Project](#) [LinkedIn](#)

Former EMEA Content Technology & Operations intern at Warner Bros Studios, able to combine ongoing professional Project Management experience with a wide range of Media Production skills. Technically-minded, curious, and adaptable problem solver.

Software Project Manager @B4B Marketing Agency, Poole, UK June 2020 - Now

- Collaborating with the UK and international teams in a fast-paced agency to deliver a big volume of projects on time and within budget.
- Establishing & managing positive relationships with clients.
- Experienced in Agile methodology, writing process models & specs, wireframing, prototype production, and system streamlining.

Warner Bros. Entertainment UK Limited - London, UK

EMEA Content Technology & Operations Intern July 2018 - July 2019

- Coordinating - content flow of all theatrical features' post-production material; localisation for the UK; KDM (encrypted content keys) delivery; digital cinema mastering & distribution.
- Ordering - creation, delivery & mastering of UK Audio Description & Hard of Hearing files.
- Managing - a screening room with 4K Digital Cinema projector; trusted with pre-release materials to host internal & client-attended screenings.
- QC - Audio & Video, 2K & 4K, Dolby 5.1, 7.1 & ATMOS, 3D subtitles positioning.
- Troubleshooting - technical and KDM issues from EMEA territories and local cinemas.
- Creating - localisation reference materials for the AdPub team, including watermarking and rotoscope obscuring.

Media History Research Assistant @Bournemouth University, UK, January - July 2017

- Multi-source data analysis & organising to assist the creation of a feature documentary.
- Negotiated with copyright holders worldwide for media materials' licensing & delivery.

Cafe Assistant @Wistmans Art Cafe, Bournemouth, UK, September - December 2019

English Tutor @Dawn Education, China, July - August 2016

BA (Hons) Media Production (1st Class Honours: 83%)

Bournemouth University 2016 - 2020 (with one-year work placement)

- An industry-focused course on film, audio production, digital media design & scriptwriting.
- Pitched and led various projects; heavily involved in production coordination.

Foundation Degree in Media and Communications (Distinction)

Bournemouth University International College (2015 - 2016)



- Film & TV Production
- Asset operations, post delivery, film technology
- Digital Cinema Localisation: Mastering & Distribution
- PM Systems & Agile (E.g., Jira, Wrike, Monday)
- Sharepoint, Confluence, Google suite
- Managing clients, vendors & deadlines
- Confident speaker & presenter
- Languages: Chinese & English
- React.js
- Firebase
- p5.js
- Bootstrap
- Custom CMS

- Digital garage & Udemy training on PM
- Digital cinema mastering training
- Skilled Worker visa sponsorship required
- References available on request