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| Josef Ameur | [josefameur@gmail.com](mailto:josefameur@gmail.com) • (508) 688-4205 [linkedin.com/in/josefameur](https://www.linkedin.com/in/josefameur/) • Providence, RI 02903 |

Project / Production Management

Highly analytical professional with extensive experience in project management, quality assurance, and audiovisual production. Proven record of managing end-to-end project lifecycles, from planning and execution to quality assurance and delivery. Adept at curating content across multiple languages and geographies, ensuring exceptional user interface experience. Possess expertise in all aspects of video production, from shooting and editing to broadcast and syndication. Forward-thinking leader with strategic vision in leading cross-functional teams to deliver high-quality outcomes. Strong communication and problem-solving skills with distinctive ability to build robust relations with stakeholders and key clients. Committed to leveraging project management, production, and data analysis expertise, aiming to drive innovation and efficiency in tech and gaming industries.

Areas of Expertise

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| * Project Governance & Control * Data Analysis & Visualization * Systems Design & Operation | * Video Production & Editing * Content Management * Quality Assurance & Control | * Relationship Building * Cross-Functional Collaboration * Workflow Optimization |

Career Experience

Deluxe Media – Austin, TX

Capacity Planning Lead Jan 2023 to July 2023

Lead planning and execution of end-to-end subtitle projects for streaming services and renowned Hollywood studios; ensuring deliverables meet quality standards and deadlines. Optimize team workflows through effective cross-functional collaboration, fostering alignment with project objectives. Develop and refine Excel project models to automate creation of timelines, benchmarks, and milestones. Construct data-dashboards assessing subtitling workload against team capacity utilizing data analytics tools, including Excel and Tableau; facilitating strategic resource distribution and process improvement. Create advanced data visualizations for project reports to communicate complex data to stakeholders.

* Reduced response time to subtitle project requests by 50% through implementation of new system.
* Streamlined project timeline generation by developing Excel-based automation tools; improving accuracy and decreasing manual workload.
* Constructed data dashboards using Tableau; enabling effective analysis and optimization of team capacity across various subtitling processes.

Welocalize – Austin, TX

Project Manager Jan 2020 to Jan 2023

Directed diverse team of over 40 language, data, and media professionals; confirmed seamless curation of localized TV content across multiple geographies and languages. Ensured team's adherence with quality standards within proprietary content management system. Initiated and delivered reports on integration of new XML partner catalogs into Apple TV environment and content management system. Provided oversight for proprietary software testing; contributing valuable feedback to enhance operational efficiency.

* Managed launch of Austin-based team/project; resulting in 50% increase in global efficiency.
* Established and maintained localized workflows with global management teams across AMR, JAPAC, and EMEA.
* Launched metadata review team for 50+ content partners to uphold superior UI standards for Apple TV App launch.

TV App Content Curation Specialist Nov 2019 to Jan 2020

Maintained up-to-date production metadata for extensive library of movies and TV shows across 30+ languages and markets. Conducted reviews and data analysis of XML media catalogs in 40 languages; identifying and resolving quality issues to maintain best-in-class content standards. Utilized proprietary CMS and internal ticketing systems to address high-priority metadata concerns, upholding integrity and confidentiality of Black and undisclosed projects.

* Played integral role in launch of Apple TV App in 10+ new markets by working on high-security Black projects.
* Reviewed metadata/artwork for over 5,000 individual shows, episodes, and movies; ensuring coverage and accuracy.
* Resolved user experience issues for top-rated movies and tv shows on Apple TV platform through effective utilization of internal ticketing system.

Self-employed – Austin, TX

Freelance Audiovisual Technician Dec 2018 to Nov 2019

Designed and executed audiovisual systems for various conferences and corporate events; delivering high-quality AV experiences tailored to client needs. Assembled and dismantled audio, lighting, and video systems. Provided guidance to clients on usage and operation of AV equipment, customizing solutions to their event specifications. Operated sound mixers, visual graphics, and video switchers during live events, managing real-time audio and visual components for optimal performance. Coordinated with event planners and technical staff to facilitate smooth event production.

* Attained 20% reduction in setup time by developing inventory management system to track and maintain AV equipment.
* Improved system reliability and reduced technical failures during events by introducing innovative AV solutions.
* Conducted training sessions for clients on new AV technologies, leading to 15% increase in repeat business.
* Streamlined event setup and breakdown processes, enhancing overall efficiency and client turnaround time.

Amherst Media – Amherst, MA

Director of Production & Programming May 2016 to Oct 2018

Managed all facets of video production, including producing, directing, shooting, and editing over 200 studio and field productions; ensuring creation of high-quality content. Oversaw entire broadcast process, from upload to syndication, optimizing content for diverse platforms and managing metadata. Directed production crews to maintain exceptional standards of video and sound quality. Implemented production workflow; enhancing project management from pre-production through to final content delivery. Spearheaded studio's technological upgrade from SD to HD.

* Led successful transition of video technology; upgrading from SD to HD to enhance visual experience of content.
* Oversaw digitization and organization of archived video materials; facilitating efficient data collection and transcoding processes.
* Coordinated community engagement and viewership through Drupal, fostering interactive online community.
* Demonstrated versatility and technical expertise by engaging in multiple production roles, including camera operation, lighting, sound recording, and video editing.

Education

Bachelor of Arts in Communication

University of Massachusetts – Amherst, (May 2015)

* Double Major in Communication & English
* Certificate in Film Studies

Technical Proficiencies

Excel | Word | PowerPoint | XML | HTML | CSS | CMS | Tableau | Wrike | Trello | Drupal | Pages | Numbers | Keynote Confluence | Box | Quip | Data Analytics | Video Production | Final Cut | Adobe Suite