

Gloria Cao



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— EXPERIENCE —

Production Assistant

PUMA

Jan 2023 - Jul 2023

Somerville MA

- Produced comprehensive shot lists based on deliverables deck and creative direction
- Assisted in-house and remote content producers to facilitate smooth production and managing logistics for multiple video projects
- Organized footage to streamline workflows and saved over 20% of time and resources by developing system to identify and reuse existing footage
- Monitored and updated monthly budget and campaign trackers to optimize spending and improve campaign performance
- Managed in-house product-based photo shoots by hiring external crew, coordinating schedules with stakeholders, overseeing model coordination, and ensuring the quality of deliverables
- Coordinated global product sourcing, preparation, and shipping for up to 10 monthly shoots while streamlining the production storage room and utilizing inventory management software for efficient logistics

Creative Production Assistant

Formlabs

Sep 2022 - Dec 2022

Somerville MA

- Assisted the creative marketing team and consulted operational solutions
- Administered various daily office activities (scheduled meetings, booked rooms, prepared items for shipment, files, took notes and distributed accordingly, ordered office supplies, and ran errands) Managed training documentation and best practice guidelines in digital asset management tool Tracked progress of deliverables such as 3D prints, machines, and furniture from collaborating teams and ensured their delivery to the studio
- Assisted studio productions, set building, and styling
- Edited high-quality videos for the marketing team using Premiere Pro and engaged the target audience

Event Production Assistant

CDOIQ

Aug 2023 - Aug 2022

Cambridge MA

- Collaborated closely with the client, serving as a dedicated point of contact
- Managed registration processes, ensuring a seamless check-in experience for attendees and resolving discrepancies efficiently
- Oversaw on-site logistics, including room setup, equipment coordination, and event scheduling
- Proactively addressed on-site challenges, resolving issues swiftly to maintain event quality
- Contributed to post-event evaluations, gathering insights for future enhancements and identified opportunities for improvement

Soundstage Technician

Emerson College

Aug 2021 - May 2022

Boston MA

- Set up and dismantled stage-related materials, including props, equipment, lighting, and staging elements, before and after each production, ensuring an optimal stage layout
- Maintained meticulous timing records for stage activities, coordinating cues and transitions, and ensuring a seamless flow of events
- Assisted with the organization and maintenance of production and technical inventories, including props and equipment, to ensure their readiness for stage activities and performances

— SKILLS —

Software: Photoshop, After Effects, Premiere Pro, Illustrator, Adobe Animate, Microsoft Office, Google Suite

General: Extremely organized, self-starter, excellent communicator, multi-tasker, problem-solver

— EDUCATION —

Emerson College (2019 - 2022) B.A. - Media Arts Production

Sheridan College (2023 - 2024) Post-graduate Certificate

Interactive Multimedia

— LANGUAGE —

English

Chinese (Mandarin)