

Michael Cortina

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SKILLS

PROJECT MANAGEMENT

Agile project management
Jira + Confluence
Trello
Google Sheets/Docs/Slides
Microsoft Excel/Word/Powerpoint/Outlook

DIGITAL PRODUCTION

HTML/CSS & JavaScript
UI/UX Design
Wireframing
Prototyping
Site Mapping
Adobe XD
InVision
Figma
Sketch

FILM & VIDEO PRODUCTION

Budgeting
Scheduling
Canon, Sony, RED & Black Magic Cameras
Editing
Adobe Photoshop, After Effects & Premiere

+ LANGUAGES

Spanish

STILL LEARNING

Danish
Python

AT A GLANCE

Producer-Manager with 7 years' experience planning and executing creative projects. Combines strategic leadership with business acumen to achieve organizational goals, strengthen operations and identify growth opportunities for teams and individuals.

EXPERIENCE

Project Manager (contract)

2019 - current

New York Film Academy, New York, NY

Compile and analyze payroll and scheduling data to forecast headcount and optimize scheduling for upcoming programs to minimize overhead.

Production Coordinator

2018 - 2019

San Francisco State University - School of Cinema, San Francisco, CA

Managed \$30k production-operations budget and led faculty + staff in department meetings. Coordinated use of film equipment across classes and film shoots. Provided logistical support for MFA and BA film productions: processed insurance, scheduling, permitting, talent/location releases and all project-related contracts.

Creative Producer, Production Coordinator, Equipment & Operations Manager

2015 - 2017 *concurrent*

New York Film Academy, New York, NY

- Produced commercials, photo-shoots, live-events and special projects for Marketing Team. Point of contact for outside vendors, suppliers and partners.
- Managed 20 person team that recorded classes and produced short films and live-shows for Acting and Musical Theatre Departments.
- Co-led 10 person team responsible for operations of New York campus, equipment management, and logistical support for over 30 academic programs.

Equipment Tech., Summer Tech. Coordinator

2013 - 2015

New York Film Academy, New York, NY

As Summer Tech. Coordinator: recruited, scheduled and managed 40 person team responsible for recording classes, providing technical support, instruction and supervision.

As Equipment Tech.: managed and repaired cameras, lights and grip equipment. Provided technical support and instruction to students and staff.

EDUCATION

Tufts University – B.A. Psychology, Film Production, 2012