

# Wendy Zhao

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## Skills

- \* Microsoft Office and Google Suite
- \* Adobe Premiere Pro and Photoshop
- \* Fluent in Chinese-Mandarin
- \* Social Media Planning
- \* Event Planning
- \* Audience Coordination
- \* Content Creation
- \* Digital Project Management

## Education

### **Stony Brook University**

May 2018

Theatre Arts B.A.

Business Management Minor

Relevant Courses: Business Communications, Principles of Marketing, Social Media Marketing

## Work Experience

### **Content Manager**

3/19/19 - Present

*HotPot TV; New York City, NY*

- \* Responsible for content deliveries with production companies in China, Taiwan, Malaysia, and Hong Kong
- \* Prepare television series, web series, and movies for website using the content management system
- \* Coordinate with Translators
- \* Communicate with marketing team for content release schedules

### **Freelance Production Manager**

11/1/16 - Present

*New York City, NY; Minneapolis MN*

- \* Overseeing the delivery of episodes by providing promotional materials and closed captioning for television
- \* Maintaining channels of communication and information between producers and production team
- \* Supervising legal rights and clearances and location cleanup
- \* Fulfilling clerical tasks such as the planning for cast and crew transportation
- \* Creating and maintaining production binders while maximizing budgets for short films and documentaries

### **Video Production Intern/ Data Analyst Intern**

11/1/16 - 8/25/17

*COMPLEX NETWORKS; New York City, NY*

- \* Pitched and produced interviews for A-list celebrities such as Awkwafina and Snoop Dogg
- \* Edited videos for publications on various social media platforms for two Facebook series
- \* Made call sheets and expense reports for video shows such as Hot Ones, Sneaker Shopping, Complex Live, and Complex News
- \* Interpreted data and analyzed results using statistical techniques to provide ongoing reports that increased profits by 130%
- \* Identified, analyzed, and interpreted trends or patterns in complex data to showcase the company's progress to top officials once a month

### **Stage Manager**

9/3/16 - 11/16/17

*Stony Brook Theatre Arts Department; Stony Brook, NY*

- \* Produced *Woyzeck* (directed by Izumi Ashizawa), *A Number* (directed by Steven Marsh), and *Most Lamentable* (directed by Amanda Murphy)
- \* Responsible for theatre maintenance, performer injuries, and costuming problems
- \* Reached out to the local press to promote shows and established a social media presence online
- \* Communicated between backstage production and onstage performance to ensure efficient organization

## Projects

### **Producer**

Expected 12/19

*"Tongues"; New York City, NY*

- \* Staged and supervised the successful production of the short film "Tongues"