

Cheng Gong

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Education

New York Film Academy

Los Angeles, CA

MA, Film and Media Production GPA: 3.76

Graduated: Dec 2013

- Produced/directed/wrote/edited seven short films
- Worked as line producer/assistant director/production designer/sound mixer /assistant camera in thirteen short films

Shanghai Theatre Academy

Shanghai, China

MA, Film History and Theory GPA: 3.43

Graduated: Jun 2012

- Thesis "*Narrative Techniques of Confined Space Suspect Film*"
- Exchange student to New York University: Film Production program (2011)
- Visit scholar to Beijing Film Academy: project of Chinese young directors interview

Shanghai Conservatory of Music

Shanghai, China

BA, Arts Administration GPA: 3.8

Graduated: Jun 2009

- Worked in pre-production team of three concerts and two arts festivals
- Second grade school scholarship in 2008, third grade school scholarship in 2007
- Minor in Film and TV program production

Experience

Aldamisa Entertainment

Encino, CA

Development Intern

Feb 2014 – May 2014

- Read script and write coverage
- Assist the production company and sales company in research

Shanghai New Culture Media Group

Shanghai, China

Secretary of CEO

Sep 2011 – Dec 2012

- Organize schedule, prepare materials for the CEO's routine, meetings and travel
- Write letters, memos, meeting reports and other documents

Shanghai Zendai Museum of Modern Art

Shanghai, China

Part-time Curator Assistant Intern

Feb 2008 – Jun 2008

- Communicate with artists, arrange their travel schedules
- Set up exhibitions and open party

Shanghai Media Group

Shanghai, China

Part-time Director Assistant, Stage Manager Assistant Intern

Sep 2006 – Jun 2007

- Topic selection and planning for broadcast music channel "Classic 947"
- Help running rehearsals and support technicians for TV live concerts

Additional Information

- **Software Experience** – Proficient in both Mac and Windows, Final Cut Pro, Premiere, Vegas, Adobe Photoshop, Movie Magic Scheduling and Budgeting, Final Draft, Microsoft Office
- **Language** – English, Chinese