

# YIJUN MAO

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## EDUCATION

**New York University**-Bachelor of Arts in Cinema Studies & Anthropology New York, NY  
Cumulative GPA: 3.75 Honor: Dean's List for Academic Year 2010-Present  
Relevant Courses: Film Development, Business of Producing, Script Analysis, Digital Filmmaking,  
Documentary Traditions, Film History, TV History, Film Theory, Media & Entertainment Industry

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## PROFESSIONAL EXPERIENCE

**Cinetic Media** *Sales and Finance Intern* New York, NY  
◆ Evaluate scripts and review films, write coverage reports Jan 2014-Present  
◆ Track film productions, festivals and deals, create and update reports, compile buyer lists  
◆ Track festival & screening inquiry and press release

**Leopard Films USA** New York, NY  
*Development Intern* May 2013-Aug 2013  
◆ Cast for the show, researched and pitched story ideas, assisted interviews and post production  
◆ Researched and processed images, scripts and footages for **HGTV** and **Food Network** shows

**Hamptons International Film Festival** New York, NY  
*Administrative Intern* Mar 2013-Aug 2013  
◆ Handled office tasks, organized files, processed invoices and contracts, archived digital files  
◆ Researched on grant, programming, marketing, sponsorship and sales

**Asia Society** New York, NY  
*US-China Relation Center Intern* Oct 2012-Dec 2012  
◆ Managed social media, maintained the website: edited and updated articles, photos and videos  
◆ Shot and transcribed interviews, translated and edited articles for publication

**China Film Group Producing Corporation** Beijing, China  
**Urban Games** (\$15million Budget) *Production Assistant* Aug 2012-Sep 2012  
◆ Cast actors: researched on candidates, contacted agencies and negotiated the deal  
◆ Scouted shooting locations and analyzed the scripts

**Beijing Television Business Channel** Beijing, China  
**Top Talks on Fortune** *Production Assistant* Jan 2012-Feb 2012  
◆ Researched and developed story ideas, edited scripts, processed images, transcribed videos  
◆ Assisted on-site and post production; coordinated guest speakers and managed studio

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## VOLUNTEER AND LEADERSHIP

**Chinese Students & Scholars Association(CSSA)** *Vice President/Media & PR Chair* New York, NY  
◆ Manage sponsorship, marketing, event planning and media coverage Sep, 2012-Present

**The Chinese Finance Association (TCFA) Conference** *Director of Media* New York, NY  
◆ Invited media, Scheduled interviews, Planned press conference 2013-2014

**Gala Sparkling Years at Lincoln Center** (\$100,000 Budget) *Associate Producer* New York, NY  
◆ Created sponsor package, sought sponsorship, negotiated the deal 2013-2014  
◆ Invited guest performers, planned press conference, invited VIP guests  
◆ Managed marketing campaign and media coverage  
◆ Oversaw rehearsals and creative progress; managed stage on the day of show

**NYU TISCH Intermediate Production** Answer *Casting director* New York, NY 2013

**Margaret Mead Film Festival** *Pre-screener* New York, NY 2013

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## LANGUAGE AND SKILLS

- ◆ Skills: Word, PowerPoint, Excel, Photoshop, Final Cut, After Effects, WordPress, Dreamweaver
- ◆ Language: Mandarin, English, Italian