

MELINE ROSALES

CONTACT

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SKILLS

Premiere, InDesign, Photoshop, Illustrator, After Effects
Collaboration, Communication, Creative Problem Solving, Leadership, Multi-tasking
Video Production, Production Management
Creating Treatments/Pitch Decks, Branded Content, Social Video
Familiar with Sony + Canon cameras

EDUCATION

NEW YORK UNIVERSITY

Tisch School of the Arts
BFA Film & Television
Production
Aug 2014 - May 2018

Minors: Producing • Business of Entertainment Media & Technology • Child & Adolescent Mental Health

COUNTY COLLEGE OF MORRIS
AS Business Administration

VOLUNTEER EXPERIENCE

Hillsong New York City:

Lighting + Television Team
Technical Director

NYU Tisch School:

Future Filmmakers Workshop:
Teaching Assistant

EXPERIENCE

POST PRODUCTION COORDINATOR

Bustle Digital Group | Dec 2019 - Present

- Aids Post Supervisor in assigning editors to projects, setting timelines and ensuring project deadlines are met
- Oversees archiving process ensuring work is backed up
- Anticipate needs of post production team, optimizing workflow process and ensures editors are efficient organizing projects
- Regularly update Post Production Manual as workflows change
- Edits projects as needed; Lead Editor "Digital Love" season two

ASSISTANT EDITOR

Bustle Digital Group | Feb 2019 - Dec 2019

- Ingested and organized footage after all shoots onto server
- Assisted in archiving projects and media
- Set projects up for editors by syncing footage and pulling selects
- Lead editor for "Bustle Cuts" junket series

DIGITAL MEDIA FELLOW

Bustle Digital Group | Sept 2018-Feb 2019

- Managed crucial details including talent releases, supervision of craft services, cost tracking and prop sourcing/organization
- Conducted research for video briefs for clients
- Sourced talent, crew and locations for shoots as needed

PRODUCTION ASSISTANT | Snapchat Discover

Refinery29 | Aug 2017-July 2018

- Contributed to pitch meetings, aiding in creating engaging content for 13-17yo audience
- Moderated FacebookLive show "The Mention"
- Tracked talent releases and expenses for processing in Nexonia
- Aided in programing Snapchat publishing in Asana
- Worked with producers on pre-production scripting and casting

MULTI-PLATFORM PROGRAMMING INTERN

Viacom | Jan 2018 - Apr 2018

- Used CMS to update MTV site and mobile applications daily to reflect current programming, promote upcoming series
- Created episodic highlight content to promote series to core + emerging audiences online
- Organized "Speaker Series" for interns on East + West Coasts
- Tracked meta data usage for MTV + VH1 Digital Teams