



# Casey Chin

## Contact

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Linkedin:

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Portfolio: <http://caseychin.org>

Location: Union, NJ

## Key Skills

- Adobe Premiere Pro
  - Photoshop
- Microsoft Office Suite
  - Adobe Acrobat
    - Pipeline
    - Slack
  - Organization
- Verbal/Nonverbal Communication
  - Adaptability

## Education

B.A., Communication, 05/2019

Kean University - Union, NJ

Related Coursework:

Scriptwriting, TV Studio Production, Inside Television, Film Editing, American Short Story Film, Experimental Film

## Certification

C19CO - COVID-19  
COMPLIANCE OFFICER  
(2022)

## Summary

Two years of successful experience in supporting video production. Recognized consistently for performance excellence and contributions to success in video production industry. Creative and flexible problem solver, effectively working under tight deadlines while keeping good attitude with staff to achieve goals.

## Experience

### Production Coordinator

Mar. 2022—June 2022

Quite Frankly Productions, *New York, NY*

- Managed office administrative duties and calendar, craft services, production errands, arranging accommodations for shoots
- Worked with Producers to organize and handle the needs of projects such as talent/location releases, call sheets, scripts, and other documents, hiring freelancers, arranging accommodations and equipment rentals
- Performed tasks where needed in production, art, camera.
- Responsible for the needs of post-production in organizing assets provided by the client so that editor has everything

### Production Assistant

Sept. 2021 – Sept. 2021

HSTL Productions, *Union, NJ*

- Remote PA on day shoot for social content of Netflix's *The Circle*
- Transported A/V equipment and managing raw footage

### Early Adopter Multimedia Intern

Sept. 2020 – Dec. 2020

The Glimpse Group, *New York City, NY*

- Communicated with various educators nationally through email and social media (Linkedin, Twitter, Instagram) to introduce AR/VR technology in learning experience
- Coordinated with Marketing Manager to create, video edit, and publish engaging videos and creating press release for promotion of mobile apps
- Developed +5 storyboards to correlate with company's mission while showcasing current and upcoming projects
- Pitched ideas, established concepts, and created online content to develop and further the brand and create engagement with target audience and developers

### Production Assistant

Aug. 2019 – Dec. 2019

Bluebox Media, *New York City, NY*

- Transported, managed, and set up camera, audio, and lighting equipment for production and provide production support through the duration of filming
- Conducted research and assisted with schedule management and supervising talents to organize crew for efficient flow of production
- Coordinated with producer in various tasks such as script updates, handling paperwork, and changes to production schedule
- Aided production by operating boom microphone and ensuring audio levels were balanced and meet the needs of filming

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**Production and Graphic Intern**

Sept. 2018 – June 2019

Talk Radio, *New York City, NY*

- Shot and edited content on nonlinear editing software to endorse company on a weekly based schedule
  - Filmed, co-directed, and edited a showreel for the company's panel at N.Y. Business Expo 2018
  - Mentored and guided new interns in their responsibilities such as equipment setup and operation
  - Supported team with production operation such as camera, lighting, and audio equipment in making sure the set was organized and efficient before and during production
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