

GINA MARTIN



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LINKEDIN PROFILE

SKILLS

- PROJECT & CALENDAR MANAGEMENT (ASANA, JIRA, TIMMY.IO)
- CROSS-FUNCTIONAL COLLABORATION
- SCHEDULING & WORKFLOW OPTIMIZATION
- ADOBE PREMIERE & DAVINCI RESOLVE

INTERNSHIPS

AVY KAUFMAN CASTING | NYC
SUMMER 2021
CASTING INTERN

ECHO LAKE ENTERTAINMENT | LA
FALL 2020
TALENT MANAGER INTERN & FLOATER

EDUCATION

EMERSON COLLEGE, BOSTON, MA
B.A. MEDIA ARTS PRODUCTION

- MINORS IN MARKETING AND HEALTH & SOCIETY
- DEAN'S LIST
- FILMS FROM THE MARGIN SCREENING CLUB | TREASURER

EMPLOYMENT

HOUSE POST

LOS ANGELES, CA

POST PRODUCER

MAY 2024 – PRESENT

- Create and manage post-production schedules across Edit, Color, Sound, and VFX departments, implementing efficient workflows and on-time project delivery.
- Bid on incoming projects, clearly defining scope, deliverables, and final assets.
- Utilize project management tools (Asana, Jira, Timmy.io) to monitor milestones, deadlines, and resource allocation.
- Act as the primary liaison between internal departments, fostering seamless communication and ensuring alignment with client expectations.

COMPANY 3

LOS ANGELES, CA

ASSOCIATE PRODUCER – FEATURES

AUG. 2022 – APRIL 2024

- Coordinate with production to ensure accurate turnover and oversee roundtrip testing prior to the start of the DI process.
- Develop conform and color schedules by integrating production calendars and sales bids, ensuring alignment with delivery deadlines.
- Collaborate with internal departments—including Scheduling, Operations, Data I/O, Image Science, and Deliverables—to streamline the DI workflow.
- Facilitate clear communication between clients and artists, relaying detailed creative notes to ensure precise execution.

RECEPTION & OPERATIONS SUPPORT

JUNE 2021 – JULY 2022

- Welcomed clients and employees, offering assistance during both supervised and unsupervised sessions to ensure a seamless experience.
- Compiled and distributed daily office-wide session reports to maintain clear communication and organization.

OSEA MALIBU

LOS ANGELES, CA

SOCIAL MEDIA & PARTNERSHIPS COORDINATOR

AUG. 2020 - 2021

- Promoted from Marketing Intern to oversee and maintain relationships with both paid and organic influencers.
- Collaborated with eCommerce, Product Development, and Design teams to curate engaging content for product launches and events.
- Partnered with external PR agencies, including The A List, to connect with high-profile influencers and celebrities, co-managing brand endorsements.
- Content creation for the brand's Instagram, TikTok, and Pinterest platforms.