

GINA MARTIN

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Brooklyn, NY

EDUCATION

B.A. Media Arts Production
Emerson College
Boston, MA

INTERNSHIPS

Avy Kaufman Casting
NYC

Echo Lake Entertainment
LA

SKILLS

Deadline + Milestone
Management
DI Workflow Optimization
Budgeting
Resource Allocation
Customer Relationship
Management
Vendor + Talent Coordination

EXPERIENCE

Post Producer

House Post
May 2024 — July 2025

Managed post-production schedules across Edit, Color, Sound, and VFX departments, implementing efficient workflows to ensure on-time project delivery. Scoped and bid on incoming projects, clearly defining deliverables, while leveraging project management tools such as Asana, Jira, and Timmy.io to track milestones, deadlines, and resource allocation. Served as the primary liaison between internal teams, fostering seamless communication and effectively managing client expectations.

Associate Post Producer — Features

Company 3
August 2022 — April 2024

Coordinate with production to confirm 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 confirm proper execution.

Receptionist + Operations Support

Company 3
June 2021 — July 2022

Welcomed clients and employees, providing 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, while supporting Scheduling and Operations teams in coordinating and setting up virtual DI sessions. Assisted HR and Operations departments with off boarding and onboarding employees, training new hires, and submitting invoices for travel expenses.

Social Media + Partnerships Coordinator

OSEA Malibu
August 2020 — May 2021

Promoted from marketing intern to 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, including content creation for the brand's Instagram, TikTok, and Pinterest platforms. Partnered with external PR agencies to connect with high-profile influencers and celebrities and co-manage brand endorsements.