

WENDY ZHAO

WENDYZHAOPRODUCTIONS@GMAIL.COM

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MAR 2019 - PRESENT

Hotpot TV - New York City, NY

Content Manager

Researching, planning, presenting, and executing Chinese LGBTQ marketing campaign with target audience of 30 million.

Responsible for content deliveries from production companies in China, Malaysia, and Hong Kong.

Prepare content for website using the content management system.

Coordinate with Translators.

Communicate with marketing team for content release schedules.

NOV 2016 - PRESENT

FREELANCE PRODUCTION MANAGER - New York City, NY/Minneapolis, MN

Production Manager

Provided promotional materials and closed captioning for the delivery of episodes for television broadcasting.

Maintained channels of communication between producers and production team.

Supervised legal rights and clearances and location cleanups.

Maximized budgets for short films and documentaries.

NOV 2016 - AUG 2017

COMPLEX NETWORKS - New York City, NY

Video Production Associate/Video Analyst

Pitched and produced interviews for A-list celebrities such as Awkwafina and Snoop Dogg.

Edited videos for publications on various social media platforms for two Facebook series.

Created call sheets and expense reports for video shows such as Hot Ones, Sneaker Shopping, Complex Live, and Complex News

Identified, analyzed, and interpreted trends in data metrics to showcase company progress to top officials on a monthly basis.

UPCOMING PROJECTS

2020

"THE KILLSWITCH" - NYC

Producer

Assembling cast and crew while securing funding for production of the feature film "The Kill Switch"

2019

"TONGUES" - NYC

Producer

Staged and supervised the successful production of the short film "Tongues"

References available on request