

Cassandra Vega

Media Coordination Professional

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WORK EXPERIENCE

- 01** October 2022 - Present
Post Production Assistant at ITV America | Contract
 - Cataloging raw footage in Avid/Premiere
 - Generating EDLs and cue sheets for delivery
 - Creating stringouts and story outlines for producers
- 02** April 2024 - June 2024
Office Production Assistant at ITV America | Contract
 - Managed production logistics such as gear shipments, travel bookings, calendar updates, weekly meeting agendas, and expense tracking.
- 03** October 2020 - July 2022
Post Production Intern/Assistant at Ragnarok NYC
 - Started as an intern, quickly promoted to assistant
 - Collaborated with internal marketing teams to produce client-based content
 - Maintained internal video databases
- 04** January 2018 - March 2020
Technician's Assistant at NYU Tisch Production Center
 - Maintained film equipment by cleaning/organizing stock for optimal readiness
 - Scheduled mandatory equipment techs

FREELANCE EXPERIENCE

- | | |
|---|---|
| Lavender Production Sound Mixer Short Film 2023 | Freak & Donna Production Sound Mixer Web series 2025 |
| God Bless America Sound Designer Short Film 2024 | National Urban League Justice Now Production Sound Mixer YouTube Series 2025 |

Detail-oriented media professional with an ambition for growth and efficiency. Skilled in both technical and management sides of post production.

EDUCATION

New York University
BFA in Film and
Television Production

SKILLS

Adobe Creative Cloud
Avid Media Composer
Avid ProTools
Project Management
Pix
Scenechronize
Google Workspace

CERTIFICATIONS

Post Production Coordinator Training
with Warner Bros Discovery Access

Adobe Certified Professional
in Adobe Premiere & AfterEffects

Sound Utility Training
with IATSE Local 52

