

Michael Cortina

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AT A GLANCE

Producer-Manager with 5 years' experience planning and executing creative projects. Combines strategic leadership with business acumen to achieve goals, build processes and identify growth opportunities for teams and individuals.

SKILLS

PROJECT MANAGEMENT: Agile Scrum Frameworks, Jira + Confluence, Trello, Google Suite (Drive, Sheets, Docs, Slides), Microsoft Office (Excel, Word, Powerpoint), Dropbox, Budgeting, Scheduling

DIGITAL PRODUCTION: HTML/CSS & JavaScript, Web Design, UX/UI Design, Prototyping, Wireframing, Adobe XD, Figma, InVision, Adobe Premiere, After Effects, Photoshop **+FILM & VIDEO:** Cinematography, Editing, Sound Recording, Final Cut Pro **+LANGUAGES:** Spanish

PROFESSIONAL EXPERIENCE

New York Film Academy, New York, NY

Project Manager, 2019 - current (*freelance*)

- Compile and analyze payroll and scheduling data to forecast headcount and optimize scheduling for upcoming programs to minimize overhead. Produce content for Marketing and Veteran's Affairs.

San Francisco State University - School of Cinema, San Francisco, CA

Production Coordinator, 2018 - 2019

- Managed operations budget: met budgetary objectives and made adjustments based on financial analysis.
- Led faculty & staff in meetings: established agendas, took minutes and circulated notes.
- Allocated and coordinated use of creative resources across classes and student projects. Provided logistical support for shoots: processed invoices, insurance, permits, talent/location releases and other contracts.

New York Film Academy, New York, NY

Creative Producer, Production Coordinator, Equipment & Operations Manager, 2015 - 2017 (*concurrent*)

Equipment Technician, 2014 - 2015

Technical Coordinator, summer 2014

Technical Assistant, 2013 - 2014

- Partnered with Marketing to provide technical direction for planning and delivery of creative projects.
- video content & live performances. Co-managed additional 10-person team responsible for campus operations. Delegated tasks based on staff members' individual strengths, skill sets and experience levels.
- Met with Executive Leadership on a weekly basis to take detailed briefs and clarify specific requirements for projects. Developed project plans shared with staff.

EDUCATION

Tufts University – B.A. Psychology, Film Production, 2012