

Ruishu (Suri) Jiang

surijiang.film@gmail.com | (818) 468 – 2165 | www.linkedin.com/in/suri-jiang | www.surijiang.com

EDUCATION

University of California, Los Angeles Extension Program Business and Management of Entertainment	Los Angeles, CA March 2021
New York Film Academy Master of Fine Arts Filmmaking	Los Angeles, CA September 2018
Huazhong University of Science and Technology Bachelor of Arts Television and Broadcasting	Wuhan, China June 2017

SKILLS

- Proficient with Adobe Premiere, Final Draft, Movie Magic Budgeting, Movie Magic Scheduling, Pro Tools, Adobe After Effects, Adobe Audition, Adobe Illustrator, Adobe Photoshop, DaVinci Resolve, Final Cut, Avid Media Composer, and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent in Film Production, Social Media Video Production, Video Editing, Post Production, Script Coverage, Script Breakdowns, Motion Graphic, Graphic Design, Audio Editing, Sound Editing, Sound Design, Sound Effects, Camera Operation, Photography, Cinematography, Digital Marketing, Content Development, Social Media Marketing, Social Media Management, Problem Solving, Collaboration, and Communication
- Fluent in Chinese (Mandarin) and English

PROFESSIONAL EXPERIENCE

Creasun Entertainment USA Inc Producer/ Production Coordinator	Los Angeles, CA 03/2020 – Present
<ul style="list-style-type: none">• Contributing to the company's operational success through creating new business accounts and bringing clients to the company. Successfully initiated 6 projects within 6 months through providing exclusive and creative content to drive engagement and loyalty• Serving as the point of contact for department heads and vendors, executing production projects from start to finish including but not limited to project scoping, budgeting, scheduling, contract negotiation, and editing• Delivered excellent customer service by assisting the client in reaching their Kickstarter funding goal by over 900% through creating innovative marketing materials• Successfully led the post production efforts for 'Kung Fury 2' by managing creative project scoping and scheduling, providing timely solutions to post production related issues, and maintaining vendor relationships	
American Film Institute Line Producer/ Unit Production Manager	Los Angeles, CA 10/2020 – Present
<ul style="list-style-type: none">• Collaborated with institute students in creating film projects budgeted from \$50,000 to \$70,000 and ensured smooth production by managing production budgeting, coordinating hiring, coordinating shooting locations, coordinating set logistics, and handling all necessary paperwork	
Pocket.watch Production Assistant	Los Angeles, CA 04/2019 – 06/2019
<ul style="list-style-type: none">• Assisted in delivering next generation franchise solutions to families by collaborating with cross functional teams in creating innovative family focused digital products• Coordinated and produced a steady stream of fun digital content to attract traffic. Achieved a 1.7M view count for the very first 'MarMar Land' video on the YouTube platform• Demonstrated strong professionalism and excellent storytelling skills through producing best-in-class video content to support digital marketing plans and connect initiatives	
The Robb Company Social Media Manager	Los Angeles, CA 10/2018 – 03/2019
<ul style="list-style-type: none">• Led the development and execution of the company's social media strategy by producing compelling visual and written content on Instagram. Successfully attracted 4% of new talent for the talent agency each month• Engaged and grew company's social media community through actively creating, posting, and promoting high quality digital content	