

Diego José

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EDUCATION

University of Southern California, School of Cinematic Arts
Bachelor of Fine Arts in Film and TV Production
Minor in Entertainment Industry

Los Angeles, CA
GPA: 3.82/4.0
Graduation Date: May 2025

EXPERIENCE

White Horse Pictures

Los Angeles, CA

Post Production Assistant

January 2025 – Present

- Assist post-production supervisor with administrative, operational, and technical support, working on various high-profile music documentaries including the upcoming Fleetwood Mac Apple TV+ feature.
- Communicate and execute office runs with external post-production vendors, handling any ad-hoc departmental tasks.
- Extensively research documentary subjects and IP, brainstorming potential storylines in partnership with Development executives.
- Ingest, transcribe, sort, and catalog high quantities of digital assets and archival media of notable musicians.
- Manage *frame.io* and *Excel* databases of thousands of media files, ensuring efficient access for the editorial team.
- Maintain the company's post-production office, acting as the on-call technician while managing seven remote editing stations.

FilmNation Entertainment

Los Angeles, CA

Production and Development Intern

June 2024 – August 2024

- Evaluated project submissions based on creative quality and development potential by creating daily professional screenplay coverage for executives of a leading international media company.
- Researched and collected data on 80+ new international film titles, supporting preparation for upcoming festival sales markets.
- Covered high-traffic front desk, attending phones, guests, and office space administration through miscellaneous tasks.
- Pitched selected scripts every week, providing thoughts on structural elements such as plot, characters, themes, and more.

USC School of Cinematic Arts

Los Angeles, CA

Teaching Assistant

January 2024 – May 2024

- Supported four faculty members in film production course across directing, editing, sound, and cinematography class breakouts.
- Coordinated the smooth operation of course by scheduling film equipment checkouts, sending weekly email blasts, and keeping track of attendance and assignment completion.
- Provided one-on-one technical support to 18 students, supplying *Avid Media Composer* and camera troubleshoots upon request.

Olive Bridge Entertainment

Los Angeles, CA

Production and Development Intern

June 2023 – August 2023

- Performed administrative support for Film and TV company founded by writer-director Will Gluck (*Easy A*, *Friends with Benefits*).
- Assisted post-production stage of *Anyone But You* (2023), offering feedback with ongoing cuts, engaging in creative brainstorming, and transcribing test-screening materials for easy access.
- Wrote comprehensive coverage on incoming project submissions, providing insightful feedback for potential development.
- Updated internal talent databases, improving navigation and usability with a streamlined organization system through *Airtable*.

ADDITIONAL EXPERIENCE

Trojan Marketing Group

Los Angeles, CA

Director of Media Production

September 2021 - May 2025

- Manage daily operations of the largest student-run marketing agency in USC, coordinating a department of 20+ members.
- Oversee execution of four simultaneous accounts as they strategize, develop, and launch marketing campaigns for clients across one-year timelines, ensuring satisfactory final assets for clients and consistent quality across the agency.
- Produced media assets for local businesses *Amoeba Music*, *The Ripped Bodice*, and *USC Credit Union*, employing thorough scheduling and budgeting production skills within four-month timelines.

SKILLS

- Office Skills: Microsoft Office Suite, Airtable, Monday.com, Sharepoint, Adobe Creative Cloud, Front Desk Coverage.
- Production: Ample On-Set Experience, Production Coordination, Script Supervising, Film Permits and Licensing.
- Software: Premiere Pro, After Effects, Media Encoder, Avid Media Composer, Davinci Resolve, Photoshop, ProTools Ultimate.
- Post Production: Sizzle Reels, Turnover Workflows, Backup Processes, Assistant Editing, Color Grading, Sound Design.