

W E N D Y H U I

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EDUCATION

B.F.A. in Theatre (Design), Minor in Cinematic Arts

University of Southern California | Los Angeles, California

M.A. in Gender, Sexuality and Culture (with a Focus in Cinema Media Studies)

University of Manchester | Manchester, United Kingdom

SELECTED PROFESSIONAL EXPERIENCE

Production Coordinator and Assistant to the EP | American Cinema International August - September 2022

- Assisted the EP and line producer with the pre-production of a low-budget feature film
- Managed the email inbox and scheduled meetings for the EP and his clients
- Coordinated with the director and the EP with crewing up the production, securing locations, and casting talents

Producer | Edinburgh Fringe Festival March - August 2022

- Brought an original play, "The Fire at the Edge of the Earth," from the workshop phase in Los Angeles, California to the performance in Edinburgh, Scotland
- Assisted during the development process of the play and gave constructive notes to the writer
- Established a theatre company and represented the company in public relations affairs
- Managed the production budget and spending and conducted fundraiser events

Producer | Hollywood Fringe Festival July - September 2021

- Produced the award-winning, world premiere solo performance "Confessions of a Former Boy Detective" written by Zack Rocklin-Waltch and directed by Diaya Fuller
- Arranged and booked performance and rehearsal spaces
- Held online fundraisers and managed the production budget and finance

Set Designer | Arcologue LLC March - July 2021

- Created original design concepts for an up-and-coming immersive theatre experience in Los Angeles
- Collaborated with other designers and creative partners to design the theatre venue
- Communicated with all departments on and off-line using applications such as Slack, Zoom, and Google Drive

Foundation Relations in Media Intern | Simuel + Murray LLC May - November 2020

- Organized virtual fundraisers for an anthology media series
- Completed donor research including identifying, accessing, and ranking viable grant opportunities
- Wrote grant proposals and composed Letters of Interests (LOIs)
- Submitted grants upon executive producer's approval and managed and tracked grant applications
- Directly corresponded with foundation leaders and CEOs regarding grant proposals

Production Manager | USC Trojan Event Services December 2018 - May 2019

- Booked daily events at the live performance venue Tommy's Place
 - Programmed weekly events hosted by Trojan Event Services, including Game Day screenings and Trivia Nights
 - Communicated between the venue technicians and clients to produce satisfying events
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RELATED SKILLS

Digital Software: Adobe Creative Suite CC - Acrobat, InDesign, Photoshop, and Premiere | Microsoft Office Suite | Google Suite | Slack | Movie Magic Budgeting & Scheduling | Social Media Platforms | Final Draft

Other: California Driver's License | On Set Experiences | Event Planning and Budgeting | Scheduling | Customer Service | Script Coverage | Child Care | Mandarin (fluent) | Japanese (conversational) | Russian (conversational)