

# JANE FLAD

MEDIA ARTS PRODUCTION STUDENT

## ABOUT

A Media Arts and Production major concentrating on producing and editing. Dedicated to gaining as much hands-on experience outside of class, by getting involved with various student led productions. Eager to learn about all stages of film production, with strong emphasis on editing.

📞 415-302-8079

✉️ janehflad@gmail.com

📍 Los Angeles CA

## EDUCATION

### Bachelor of Arts in Media Arts Production

SEPT 2022 - MAY 2026  
(Projected)

- Emerson College
  - Boston MA

### High School Diploma

SEPT 2018 - JUNE 2022

- Tamalpais High School
  - Mill Valley CA

## SKILLS

### Editing

- Adobe Premiere Pro
- Adobe After Effects
- Avid Media Composer

### Equipment

- Canon C70
- Sony FX30
- Ronin JR6

## ATTRIBUTES

Diligent Communicator

Reliable

Strong Collaborator

Goal Oriented

Passionate

Consistent

## WORK EXPERIENCE

### AEFH Talent Agency

Los Angeles CA

January 2026 - Current

#### Talent Intern

- Creating and sending client pitches to casting directors.
- Sending self-tape requests through Breakdown Express.
- Coordinating meetings, events, production days, and travel logistics for clients, including Danny Trejo.
- Providing script coverage, summarizing, and evaluating submitted scripts
- Preparing administrative materials, including phone sheets and end-of-day (EOD) reports.

### Emerson Independent Video

Boston MA

SEPTEMBER 2023 - Current

#### Executive Producer

- Supervised crews of 30+ across three productions, ensuring efficient on-set operations and coordination.
- Managed key production logistics, including budgeting, scheduling, location coordination, transportation, and craft services to keep productions running smoothly and on time.

#### Editor

- Edited three short films (15–30 minutes), including both episodic and standalone formats.
- Applied creative pacing and timing to enhance narrative flow and audience engagement.

### Riana Malia - Elite Transformation Coach

San Fransisco CA

MAY 2025 - AUGUST 2025

#### Video Marketing Editor

- Filmed on-site brunch events, handling camera operation and audio recording.
- Edited video content, including cutting, color correction, and sound design.
- Produced long-form promotional videos for the company website.
- Created short-form video reels for Instagram and TikTok to promote events.

### Glory and Gore - Independent Film

Boston MA

MARCH 2024 - MAY 2024

#### Sound Recordist

- Operated and maintained professional sound recording equipment for on-set production.
- Managed multitrack audio recordings to ensure proper capture of all channels.
- Conducted comprehensive sound checks to guarantee clean, high-quality audio.