

# KHUE CAI

4110 Tilden Ave – Culver City, CA 90232  
Tel: (760) 840-0273 – Email: khuecai@gmail.com  
www.khuecai.com

I am a Multimedia Producer and Production Manager offering experience in image and video production, post-production and asset management. Ready to provide proven leadership, efficiency and knowledge of multimedia production workflow and technologies to projects and production teams.

## KEY SKILLS

- Experienced in asset, project and personnel management in film production, television production and commercial photography environments.
- Experienced in tracking, organizing and archiving stills, video, audio, and computer-generated files, and experienced in the usage and troubleshooting of asset management systems.
- Knowledgeable in photographic and video production, with knowledge of the usage and handling of digital stills & video cameras, lighting and sound recording equipment.
- Skilled in post-production workflow and technologies, with experience in non-linear editing systems, compositing systems and publishing for TV, video and the Internet.

## PROFESSIONAL EXPERIENCE

### Photojournalist

Freelance  
Los Angeles, CA  
January 2009 – Present

- I specialize in the filming and editing of televised live-events, video-journalism projects, and corporate advertising campaigns.
- I provide technical analysis to corporate clients regarding content editing, delivery and marketing (including strategies for local media coverage and search engine optimization).
- I also provide stills photography expertise for sports coverage, news reporting and fashion advertising.

### Production Coordinator

Legend 3D, Inc.  
San Diego, CA  
March 2011 – July 2011

- I managed VFX production artists and teams attached to the 3D conversion of major feature films, including Transformers: Dark of the Moon and The Smurfs.
- Developed and implemented new artist-led work structures at the company; this enabled senior artists to have more creative input and managerial responsibility during both stereo conversion and compositing phases.
- Also worked to make the conversion of shots more efficient by developing and streamlining communication protocols that allowed artists to alert production staff on potential technical issues, and its potential cost overruns, with speed and accuracy.

### Production Assistant

Legend 3D, Inc.  
San Diego, CA  
July 2010 – March 2011

- I provided administrative and technical assistance to VFX Producers and associated staff, and I assisted in the management of production artists on a day-to-day basis.
- Responsible for scheduling and leading shot review sessions for various production teams.
- Developed and led training exercises for new Production hires; areas of training included company production workflow, software-based file management and file tracking.

**Production Assistant**

Pongo Productions

Los Angeles, CA

August 2008 – December 2008

- I was the liaison between executive producers, editors and assistant editors during the production of commercials for the Disney Channel.
- Created and maintained production logs for cable TV promotional spots.
- Digitized and logged footage on Avid editing systems.
- Assembled, logged and distributed scripts, Digibeta tapes and final deliverables packages to clients.

**Post Production Assistant**

Comedy Central

Los Angeles, CA

March 2008 – August 2008

- I was the Post Production Assistant for The Sarah Silverman Program (Season 2). Also served as a stills photographer for set and post production departments.
- Assisted post-production personnel in episode editing, preparation and delivery during the show's production.
- Performed tape and P2-card transfers onto Final Cut – based editing systems, deputising as an assistant editor at various times during production.
- Produced timing schedules, shot lists and logs for post-production and production staff.

**EDUCATION****University of Westminster**

London, United Kingdom

BA (Honors) Film Production, 2007

**San Dieguito High School Academy**

Encinitas, CA

Diploma, 2002

**ADDITIONAL QUALIFICATIONS**

- A+ Certified in Computer Hardware and Operating Systems Technology by the Computing Technology Industry Association (CompTIA)
- Professional Member, National Press Photographers Association (NPPA)
- Completed Official Apple Final Cut Pro Certification
- Fluent in English and Vietnamese

**INTERESTS/HOBBIES**

- I am keen on developing and refining my film, video and photographic production skills.
- I also enjoy outdoor activities such as mountain cycling, camping, and hiking.

**REFEREES**

Sabrina Arnold

VFX Producer, Legend 3D

[sarnold@legend3d.com](mailto:sarnold@legend3d.com)

(310) 963-2313

Allie Foster Vella

VFX Associate Producer, Legend 3D

[afoster@legend3d.com](mailto:afoster@legend3d.com)

(619) 929-4576