

DAVID ADAM ETTEDGUI

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FILM & TELEVISION PROFESSIONAL

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[IMDb](#) - [YouTube](#) - [LinkedIn](#)



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QUALITY
ASSURANCE
TECHNICIAN

JULY 2022 - PRESENT

TESTRONIC - BURBANK

- Review scripts and transcriptions for timing and spoken dialogue including plot-relevant text elements. Creation of dialogue lists, spotting, localization and continuity lists for film, television and streaming.
- Evaluate and QC translated audio and subtitle files and to report error patterns and root cause analysis to improve quality control workflows.
- Identify and differentiate video frame rates and aspect ratios for HD and SD, NTSC/PAL/HD. Manage and conform 5.1 studio mixes while addressing video issues such as interlacing and aliasing. Identify audio issues such as phasing and out of sync audio. Responsible for the evaluation and QC of translated audio and subtitle files and to report error patterns and root cause analysis to improve quality control workflows.
- Outsourced for any 3rd party administration to clients. Creation of Dialogue Lists, Spotting Lists, Localization Lists, and Continuity Lists for films and television series including: Transcription and timing of spoken dialogue and plot-relevant text elements. Tagging certain elements for metadata and export accuracy. Annotating key English phrases to aid non-English speakers in translation.
- Exporting and finishing all related documents in Word and Excel and CRM system. Identify and report any errors related to plot synopsis, character descriptions thoughtful, contextual adaptation and translation notes for dubbing. Revision of the above products based on updated video. QA or QC of the above products when someone else completes them. Complete scripts in deliverable condition by internal due date and/or client due date. Ensure scripts are error free and meet the highest industry standards as well as unique client specifications.

RISK MANAGEMENT

JULY 2021 – JUNE 2022

CAST & CREW – BURBANK

- Review scripts to confirm development review locations, identify union agreements and certificates. Identify any production risks and hazardous during development. Confirm that scripts have been received and issue workers comp packets. Issue Workers' Compensation Certificates of Insurance (COI) working with insurance broker representative on complex certificate requests.
- Provide new clients with workers' compensation packets upon setup of projects. Monitor and manage Showbiz Studio Work Comp department workflows for new client setups, including assigning subtasks to relevant team members for exception reasons (client insurance certificate issues, hazardous activities, foreign work comp, other exceptions).
- Provide support to claims intake team members during high volume times by entering new claims into the Risk Management Information System (RMIS). Provide workers' compensation resolutions for clients. Open mail, both physical and electronic, and distribute appropriately which may include scanning and electronic filing. Screen and transfer departmental phone calls to appropriate team members, including monitoring the department voicemail box and forwarding voice messages through the e-mail ticketing system.

LEGAL

ADMINISTRATOR

MAR 2019 – MAR 2020

RANDSTAD – LOS ANGELES

- Read screenplays, provide analysis and story coverage. Evaluate and identify any submissions for creative development and programming. Create presentations on behalf of creative executives and managers.
- Provide administrative assistance to clients and attorneys. Perform accurate legal research and analysis. Interpret laws, rulings and regulations in legal documents. Compile, proofread and revise drafts of legal documents and reports.
- Daily record keeping with electronic and hard copy filing of documents. Data- entry legal documents and assets with excel to CRM, salesforce data management. Create and organize information, and generate reference tools for easy use by the office. Prepare and format legal and management reports. Maintain and update databases and tracking systems. Respond to all case-related queries. Ensure efficient and effective administrative information and assistance. Utilize case management system for electronic data management of legal files and creation of management reports. Coordinate meetings with counsel and other vendors to obtain and exchange information and documentation related to legal matters.

OFFICE
COORDINATOR
MAR 2019 – DEC 2020

FRIEDMAN PERSONNEL AGENCY – LOS ANGELES

- Read screenplays, provide analysis and story coverage. Evaluate and identify any submissions for creative development and programming. Create presentations on behalf of creative executives and managers.
- Office clerical, receptionist, covering desks and rolling calls. Data entry, runner, filing, answering phones, taking detailed messages, scheduling, and mailroom operations. Update expense reports for petty cash and excel spreadsheets. Coordinate meetings with executives to prepare development and production material in a timely manner.
- Manage schedules of key dates for multiple departments to meet any deadlines for multiple projects. Prepare detailed notes for projects in development and programming, marshalling notes from the development team into clear, concise, actionable prose.

SCRIPT LIBRARIAN
SEP 2016 – JAN 2017

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

- Read screenplays, books, and short stories. Catalogue and shelve screenplays. Provided analysis, story coverage and researched literary material. Identify thematic tones and story structure of writers and directors.
- Track scripts on the blacklist and distribution outlets to maintain an understanding of the creative landscape across broadcast, cable, and streaming.
- Assisted supervisors in daily operations around the office. Sorted incoming and outgoing mail, run errands and maintain inventory. Answer phones, data entry, and schedule meetings for staff.

TRANSCRIBER
OCT 2013 – SEP 2015

STAG POST SERVICES INC.

- Listen to recorded dictations to interpret and transcribe them, translating any industry-specific jargon into long-form text, such as medical terminology or legal terms.
- Review drafts and ensure that it's correct and complete, and making any edits for accuracy and consistency in style.
- Spot any inaccuracies and errors, and to add in missing information within the final report. Check that every aspect of the document is correct for any discrepancies. Submit work for review and following confidentiality guidelines.

CALL BACK PAGE
JAN 2013 – NOV 2014

CBS TELEVISION – LOS ANGELES

- Manage other page positions while escorting celebrities from CBS gate. Coordinate 1000+ audience members for shows such as, "The Price is Right," and "American Idol."
- Data entry, runner filing, answering phones and taking messages. Assist with managing audiences for television productions. Engage audience members, usher, and provide additional support when necessary.
- Provide temporary administrative support to various departments within CBS when necessary. Attend informational speaker events. Assist with special events when necessary.

- PAGE
AUG 2007 – NOV 2011

ASSET SPECIALIST
JAN 2013 – JUN 2013

DELUXE DIGITAL - BURBANK

- Assist DAM Technicians with completing daily job assignments. Oversee work corrections and special requests from Client Services. Creation of deliverables for physical audio assets, such as: DVD-Rs and hard drives. Creation of deliverables for digital audio assets, such as: Pro Tools sessions, audio files, Quicktime wraps. Send and receive files to and from various vendors and clients through digital file delivery systems.
- Administrative duties involving the creation of digital files from tapes while ensuring that the files are available on the database. Tracking the status of various projects, creating and distributing informational emails, updating database, maintaining department website and post-production materials.
- IT support while providing accurate and timely database entries, updates on the video page, and emails to correspondences. Work on all Sony backbone files including BlueRay/DVD and multiple theatrical releases.

STAGE MANAGER
MAR 2012 – MAR 2013

THE UNDERGROUND – HAIFA, ISRAEL

- Advised owners on all production stages of Film and Television Media. Oversee safety guidelines on behalf of the studio. Assisted in the development and upkeep of recording studio. Oversaw day-to-day operations while reporting to owner and partners.
- Scheduling rehearsal times. Noting any stage details during rehearsals and reporting this to the crew. Directing individuals behind the curtains during performances.
- Attended production meetings, running rehearsals, clerical organization, and insuring the smooth execution of the performances.

RECRUITMENT
OFFICER
MAR 2010 – MAR 2011

ISRAEL DEFENSE FORCES - HAIFA, ISRAEL

- Interview, screen, test, and counsel possible candidates. Recruiting managers' direct recruiters, plan recruiting programs, and prepare reports for commanders that detail the progress of their recruiting programs.
- Recruit, assess and advise applicants on eligibility and enlistment programs and options. Manage enlistment applications and process qualified applicants. Mentor and prepare successful candidates for initial entry training, in accordance with Army Regulation.

RESEARCH
ASSISTANT
JUL 2009 – AUG 2009

THE INDEPENDENT FILM AND TELEVISION ALLIANCE / STAR STAFFING

- Clerical duties, receptionist, data entry, research for Lloyd Kaufman, partners and associates. - Maintaining quality controls standards to preserve the integrity of data and findings. Scheduling and conducting interviews. Selecting a place to conduct interviews and getting permission from all participants.
- Analyzing data using various statistical methods. Writing reports to summarize data and the implications of the results. - Gathering data to support the media recommendations, assisting in execution of media plans, and maintaining media plans and client documents. Updating client media activity flowcharts - Assisting with tracking media expenditures to ensure agency and client budget compliance
- Using syndicated research to analyze demographic data and consumer profiles to identify desired target audiences for specific media vehicles, including lifestyles and psychographics - Collecting data and assisting in writing competitive reports. Developing media delivery analyses including TV, print, and display campaigns. Maintaining media vendor relationships.

TRANSCRIBER
JUL 2008 – MAY 2009

THE DR. PHIL SHOW / THE DOCTORS

- Listen to recorded dictations to interpret and transcribe them, translating any industry-specific jargon into long-form text, such as medical terminology or legal terms.
- Review drafts and ensure that it's correct and complete, and making any edits for accuracy and consistency in style.
- Spot any inaccuracies and errors, and to add in missing information within the final report. Check that every aspect of the document is correct for any discrepancies. Submit work to clients for review and following confidentiality guidelines.

ASSISTANT TO
PRODUCER
JUL 2007 – MAY 2008

JAMIE BEARDELY – ANGEL PICTURES

- Took notes in story sessions with all above-the-line crew on the feature film, "The Informers," Official selection, 2009 Sundance Film Festival. Read screenplays and wrote story coverage for potential projects. Rolled calls, contributed notes during meetings, data-entry, runner, and scheduled meeting.

PROFESSIONAL
CERTIFICATE
2020 – 2021

UNIVERSITY OF CALIFORNIA, LOS ANGELES

SCREENWRITING

BACHELOR OF ARTS
2015 – 2017

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

CINEMA AND TELEVISION ARTS - SCREENWRITING

PROFESSIONAL
CERTIFICATE
2004 – 2005

THE LOS ANGELES FILM SCHOOL

35MM FILM PRODUCTION