

Mingjie TANG

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Highlights

♣ Film Production

Thorough understanding of filmmaking and film development; Managed film projects from start to finish; A multiple award-winning screenwriter and director. Experienced at reading scripts and providing coverages. Skilled at storyboarding, casting, and communicating with actors. Capable of communicating with cinematographers to compose shot lists. Ability to edit scenes and work with composers and colorists.

♣ Project Management

Efficient at carrying out film projects. Equipped with the knowledge of all aspects of project management: risk management and assessment, strategy management, marketing, investment theories, and human resources management.

♣ Administration and Communication

Demonstrated ability at effective administrative skills for a diverse array of projects, participants and staff. Prioritized and organized workloads to meet strict deadlines. Disciplined and supportive team player. Can establish and maintain strong working relationships with management, staff, and clients.

♣ Technical Expertise

Adobe Premiere, ProTools, DaVinci Resolve, Final Draft, Final Cut Pro X, Movie Magic
Budgeting & Scheduling, MS Office, Pages, Keynote, Photoshop, Lightroom.

Work Experience

Starlight Media, Inc

Bilingual Film Development Intern
11/2021-Present

Read scripts/books/comic books and provide bilingual coverage; Participate in the creative development process with ideas and project feedback; Conduct market research; Communicate with A-List filmmakers on creative sides of pre-production.

Shanghai Hongliang Film and Television Culture Co, Ltd

Producing Intern
07/2017-09/2017

Assisted producers in the development of new film and television projects by reading scripts and writing script coverages; Wrote project assessment reports; Coordinated communication between different departments in preproduction. Partnered with directors, producers to brainstorm script ideas and to create storyboard for marketing materials.

Shanghai TV Station (SMG) Documentary Channel

Assistant Director

02/2018-10/2018

Collaborated with documentary producers at SMG to develop and produce national documentary projects. Assisted documentary directors during shooting with time-management and coordination. Assisted the editor archive footage during post-production.

University of Southern California Shanghai Office

Marketing Intern

12/2018-06/2019

Responsible for creating videos and photo albums for marketing events of USC China Career Services. Translated marketing materials between Chinese & English. Managed the social media account for USC Shanghai Office. Assisted in hosting marketing campaigns and career fairs.

Awards & Achievements

♣ Paper Airplane (2021) – writer and director

- Student Short, Official Selection, Studio City International Film & TV Festival
- Short Live Action Narratives, Official Selection, Los Angeles Lift-Off Film Festival
- Best Drama Student Short, Winner, Los Angeles Independent Film Festival Awards
- Student Shorts, Official Selection, Moscow Shorts International Short Film Festival
- Best Indie Short, Winner, Independent Short Awards

♣ (In Post-production)Sunflower (2022) – writer and director

- Short Film Script in English, Semi-Finalist, Los Angeles Chinese Film Festival Screenwriting Competition

Education

Art Center College of Design

2019-Present

Degree: Master of Fine Arts

Major: Graduate Film

East China University of Science and Technology

2014-2018

Degree: Bachelor of Management

Major: Project Management

References

♣ Wenting Wu (Director of USC Shanghai Office)

86-021-61375380

♣ Yuxin Xu (Director at the Documentary Channel, Shanghai Television Station)

86-021-22005899