

QUENNA SUNIO

qmsunio@gmail.com | 519-639-9585

quennasunio.com

EXPERIENCE

Post Production Coordinator & Deliverables Coordinator

Nikki Ray Media Agency
July 2019 - June 2020

- Participated in logistical oversight of the television show's completion through the post-production process including: scheduling and workflow organization.
- Liaison between the Series Producer, Post Supervisor, Production Coordinator, Editors and Assistant Editors.
- Prepared, organized and edited project delivery documents and stills to Network after delivery of each show.
- Continuously updated internal deliverables website through Google Sites.
- Participated in the following shows: Handmade Hotels S2, Best Cake Wins S3, Home to Win S4, Hot Market S1, The Big Bake S1, Fire Masters S1-2, Great Chocolate Showdown S1

Freelance Video Producer & Editor

Smallcappower
Jan 2017 - Feb 2020

- Team lead on video pre-production, production, and post-production on content shared on company distribution channels.
- Experience working in a corporate team environment.
- Attended and aided location shoots in-house and on location within Toronto.
- Duties include: script writing, storytelling, tech equipment upkeep and organization, audio and lighting setup and take-down, filming and video editing, coordinating proper deliverables for internal/external use.
- Web tools such as: YouTube, Dropbox, Wistia, Google Drive.
- Delegate tasks among other freelance videographers.

Post Production Assistant

Goodwill Industries
June 2017 - August 2017

- Assisted in pre-production, production and post-production for a variety of videos for internal. Worked in a team environment.
- Duties include: script writing, transcribing, storytelling, client communication, audio and lighting setup, filming, video editing, coordinating proper deliverables for internal/external use .

EDUCATION

2013 - 2017 **Bachelor of Arts in Media, Information and Technoculture**
Western University

2014 - 2017 **Ontario College Diploma in Broadcast Television**
Fanshawe College

TECHNICAL SKILLS

- Proficient in creative suites such as: Microsoft Office, Final Cut Pro X, Adobe Premiere Pro, Photoshop/Lightroom, After Effects.
- Competent in office software such as: Microsoft Word/Excel/Powerpoint, Google Drive/Sites, Dropbox, Slack
- Experience in: green screen, colour correction, location scouting, transcribing, captioning.

REFERENCES UPON REQUEST

**VIEW MY PORTFOLIO AND OTHER WORKS AT
QUENNASUNIO.COM**