



DENISA ZUSMAN

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📍 Miami, FL and Prague, CZ

EDUCATION

Rutgers University | Summa Cum Laude (GPA: 3.9) | 2020 – 2023

Dean's List (2020–2023)

EXPERTISE

- Crew Management
- Cross-Functional & Team Coordination
- Detail-Oriented
- Multitasking
- Live Event Coordination
- Scheduling & Timeline Management
- Budget Management & Cost Optimization
- Logistics & Resource Management
- Vendor & Talent Coordination

- Adobe Creative Cloud
- Microsoft Office Suite
- DaVinci Resolve
- Canva

LANGUAGE

- English (Fluent)
- Czech (Native)

Profile

Dynamic Production Coordinator with a proven record of streamlining workflows, optimizing budgets, and ensuring seamless coordination across diverse production teams. Experienced in managing end-to-end logistics, scheduling complex timelines, and liaising between departments to deliver high-quality results on time and within budget. Known for fostering collaboration, adaptability under pressure, and meticulous attention to detail in fast-paced TV and film environments.

- Successfully managed budgets exceeding \$200,000 for HGTV productions while maintaining cost efficiency.
- Experience coordinating logistics and scheduling for major HGTV series while ensuring on-time delivery and cost efficiency for high-profile projects with tight deadlines.
- Known for adaptability under pressure, meticulous attention to detail and positive attitude.

Experience

100 Day Dream Hotel (Season 1) 2024
HGTV, North South Productions | North Carolina, USA

Production Coordinator

- Cross-functional team coordination. Ensuring seamless collaboration and alignment between departments.
- Budget management, tracking expenses, guaranteeing efficient use of resources.
- Monitoring all expenses for travel, rentals, and supplies to ensure the production stays on budget.
- Coordinated transportation, accommodation, and special requests for talent, ensuring their comfort and readiness for production.
- Oversaw logistics for the movement of goods and materials across the USA, ensuring timely and efficient delivery. Close cooperation with the warehouse.
- A liaison between production teams and external partners, facilitating seamless communication and project execution.
- Collaboration with the design team to develop creative strategies and promotional materials for the TV show.

Rock The Block (Season 5) 2023
HGTV – Big Table Media

Build Manager Assistant

- Coordinated team of PA's and helped to assign daily tasks to ensure smooth workflow.
- Receipts management for material purchases related to construction work.
- A point of contact between the construction team, and on-set crew, ensuring operational efficiency and consistent communication.

September 2022 – May 2023
Documentary Film Lab Under Rutgers University

Documentary Film Lab Assistant

- Assisted with on-set logistics under the guidance of an Oscar-nominated director Thomas F. Lennon.
- Provided comprehensive pre-production and post-production support to ensure smooth project execution.
- Coordination of talent and logistics, managing on-site talent and production teams.