



DENISA ZUSMAN

Production & Operations Coordinator

Production & Operations Coordinator skilled in logistics, cross-team coordination, and talent support across TV and studio environments. Known for clear communication, strong people skills, and ensuring a positive experience for talent, crew, and clients.

CONTACT

- Sarasota, FL | Willing to Relocate
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EDUCATION

Rutgers University – B.A. in Film, Summa
Cum Laude (2020–2023)

CORE SKILLS

People & Talent:

- Talent Coordination
- Relationship Building
- High-Stress Communication
- Conflict Resolution

Production Coordination:

- Multi-Location Logistics
- Call Sheets
- Crew Support
- Vendor Management
- Production Requests

Operations:

- Budget Tracking & Petty Cash
- Staff Onboarding
- Travel & Accommodation
- Cross-Team Communication
- Production Flow Management

Tools:

- Adobe Creative Cloud, DaVinci Resolve, Excel, Concur

Production & Operations Coordinator

Imerza – Together Group (2025–Present)

- Supported daily studio operations and kept communication flowing between creative, technical, and leadership teams.
- Coordinated large-scale travel and event logistics for company-wide initiatives involving ~100 staff and clients.
- Handled staff alignment needs, including hiring support, onboarding, and coordinating personnel for active projects.
- Tracked operational budgets, processed expenses, and prepared financial reports for leadership.

Producer

Barrandov TV Network, Prague (2024–2025)

- Directed full-cycle production logistics from pre-production through delivery for broadcast programs.
- Supervised casting and talent coordination, ensuring smooth communication across production departments.
- Managed vendor workflows, budget reconciliation, and contract processes to keep projects on schedule.
- Served as the central contact for talent, teams, and external partners across all project phases.

Dubbing Producer

Independent - Barrandov Studios Partnership (2024–2025)

- Managed end-to-end dubbing production for five blockbuster films and multiple documentary series.
- Coordinated translators, actors, studio sessions, and delivery timelines for international clients.
- Drafted and executed contracts, ensuring smooth onboarding and compliance.
- Delivered all dubbed materials on time and aligned with client and studio specifications.

Production Coordinator

HGTV hits such as Rock the Block & 100 Day Dream Home (2023–2024)

- Coordinated crew travel, accommodations, and on-set logistics across multiple U.S. filming locations.
- Managed and tracked production budgets, including build operations and petty cash.
- Maintained production calendars, production requests, and daily workflow across concurrent shoots.
- Partnered with producers to anticipate needs and support seamless execution during high-pressure network productions.

Documentary Film Lab Assistant – Rutgers University (2021–2023)

- Assisted an Oscar-nominated filmmaker with scheduling and talent support for shoots.