

DENISA ZUSMAN

PRODUCTION & OPERATIONS COORDINATOR

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Work Authorization: United States & European Union | www.denisazusman.com

PROFESSIONAL EXPERIENCE

Production & Operations Coordinator

Imerza – Together Group | May 2025 - Present

- Managed international events and productions, overseeing schedules and cross-team logistics across multiple time zones.
- Led travel, accommodation, and on-site logistics for initiatives supporting 100+ staff and clients, ensuring on-time delivery.
- Coordinated staffing and onboarding, including hiring logistics and day-one readiness.
- Tracked operational budgets, processed expenses, and prepared financial reports for leadership.

Producer

Barrandov TV Network, Prague | May 2024 - May 2025

- Managed production logistics from pre-production through broadcast delivery.
- Managed casting, guest, and talent logistics, including scheduling, communication, and on-set coordination.
- Coordinated vendors, contracts, and budget tracking for broadcast productions.
- Acted as the central coordination point between production management and crews, flagging issues early.

Localization Production Coordinator / Dubbing Producer

Barrandov Studios, Prague | May 2024 - May 2025

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

Production Coordinator - RTB & 100 Day Dream Hotel

Big Table Media & North South Productions | October 2023 - April 2024

- Managed crew travel, accommodations, and on-set logistics across multiple U.S. filming locations.
- Managed production budgets, build operations tracking, and petty cash reconciliation for fast-paced shoots.
- Maintained production calendars, daily requests and delivery schedules to support network deadlines.
- Partnered closely with producers to anticipate operational needs during high-pressure production cycles.

Production Assistant – Rutgers University

Rutgers University / Documentary Film Lab | September 2021 - May 2023

- Supported an Oscar-nominated filmmaker with scheduling, logistics, and talent coordination for shoots.

KEY COMPETENCIES

- Multi-Location Production Logistics
- Travel, Lodging & On-Site Coordination
- Talent & Guest Coordination
- Vendor Coordination
- International & Cross-Time-Zone Coordination
- Budget Tracking & Petty Cash
- Staff Onboarding & Credentialing
- Expense Processing & Reconciliation
- Localization Production Workflows

TOOLS

- Concur
- SAP Ariba
- Adobe CC
- Da Vinci Resolve

EDUCATION

GPA : 3.9

Rutgers University, Mason Gross School of Arts (BA)

- Major in Digital Filmmaking - Summa Cum Laude (2020–2023)
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