

DUNJA VITOLIC

Highly resourceful, Emmy-winning producer with experience on east and west coasts in production, development, management, and casting. Proactive multi-tasker with strong writing ability, organizational skills, attention to detail, diligence in follow-through, and a positive and flexible attitude injected with a healthy dose of humor. Equally comfortable in collaborative settings or working independently.

EXPERIENCE

Netflix	11/23-present	Los Angeles, CA
<i>AV Producer, Films</i>		
<ul style="list-style-type: none"> • Manage all aspects of finishing and localization (subtitling, dubbing, localized graphics) for marketing assets (trailers, TV spots, promos) for Netflix Original Films, from creative lock through final delivery • Production and project management of thousands of AV deliverables, including QC and final trafficking within internal and external tools • Oversee creative production scope and budget and troubleshooting of production issues • Work closely with cross functional department leads to improve collaboration, optimize workflows across teams, establish SOPs, and escalate blockers to leadership 		
Amazon Studios	7/21-10/23	Los Angeles, CA
<i>Sr. AV Producer, Original Series</i>		
<ul style="list-style-type: none"> • Managed all aspects of marketing assets (trailers, TV spots, promos, etc) for Amazon Original Series from creative kickoff through final delivery • Established overall scope, schedule, and budget according to each title's needs; worked closely with creative leads in briefing creative agencies; provided all creative feedback, references, and branding specs; managed approvals across all cross-functional stakeholders; tracked delays and continually adjusted benchmarks; oversaw finishing, localization, and final delivery of files into DAM, including sharing with external agencies and partners • Handled all music clearances and music budget for video assets; managed legal clearances for both broadcast and paid social, and mitigated clearance impacts on creative; comprehensive budget management, including ongoing allocations, overages, and actualization 		
Picture Production Company	10/19-6/21	Los Angeles, CA
<i>Executive Director, Marketing Services</i>		<i>12/20-6/21</i>
<ul style="list-style-type: none"> • Promoted to Co-Head of PPC-Los Angeles, leading strategy and growth for the LA office, including identifying areas for expansion and pursuing new business and creative opportunities; worked closely with executive management team in London office on LA operational efficiencies • Oversaw post production processes and localization for all marketing materials, along with leading creative for dynamic trailer support assets for Paramount film trailers • Senior producer and director of production team (managers, coordinators, graphic designers, editors, and audio engineers) responsible for the localization of subtitled and dubbed trailers, trailer support assets, and TV & social spots supporting releases for Paramount, Universal, and Disney+ 		
<i>Director, Marketing Services</i>		<i>10/19-11/20</i>
<ul style="list-style-type: none"> • Liaised with Head Office WW Marketing & Distributions teams as well as in-territory offices to assess campaign needs and establish schedules to meet tight worldwide deadlines on trailers, TV spots, EPKs, and social materials; oversaw any territory-specific creative edits; responsible for final delivery of all file formats, utilizing proprietary media asset management systems • Tracked project status through Smartsheet and Filemaker software and shared documentation; maintaining monthly/weekly/daily/hourly schedules of department resources; negotiated and handled billing for any creative edits and all final assets 		
Technicolor	8/16-9/19	Los Angeles, CA
<i>Senior Producer, Marketing Services</i>		<i>1/17-9/19</i>
<ul style="list-style-type: none"> • Senior supervising producer for Netflix marketing content: finishing and localization for trailers and broadcast/online spots; oversaw physical production of thousands of deliverables in a fast-paced environment – color, mix (master language and dubs), editorial (4K, HDR), graphics creation, subtitling, export/encoding (multiple file formats and codecs), QC, final delivery (DAM) • Worked hands-on with Director of Operations and Director of Production to modify workflows and improve efficiencies specific to Netflix production pipeline 		

Producer, Marketing Services

8/16-12/16

- Senior producer for Netflix marketing content, worked with teams of editors, colorists, graphic artists, and mixers in finishing and delivering both the English master as well as the localized (translated) versions of each trailer and tv/online spot (localized in 25 languages – subs and dubs); worked closely with client and creative vendors to maintain all schedules and meet expectations and deliveries of master finish files and hundreds of localized assets for each campaign

Imaginary Forces

4/13-7/16

Los Angeles, CA

Creative Producer / Associate Producer

2/15-7/16

- Emmy-winning producer in charge of post-production workflow for feature-length documentary film, *Sonic Sea*, which aired on Discovery and won two 2016 Emmys; produced Emmy-winning main title sequence for Netflix's *Stranger Things*
- Creative producer of content for broadcast, commercials, print, web, and logo design/animation (clients included HBO, Lionsgate, Netflix, MTV, AT&T, NHM); hired and managed creative teams and worked with multiple directors to guide projects and creative vision from initial conception and pitch phase through development and completion; creative input, including crafting strategy and extensive copywriting for pitches, presentations, and digital platforms; created bids, estimates, and actualized costs on a regular basis, ensuring projects stay on budget; produced live action shoots and handled post production; ongoing client management

Administration / Marketing

4/13-2/15

- Hired as chief administrator, supporting the two co-owners/co-founders of the company in every aspect of the business; simultaneously served as marketing coordinator, handling all marketing and copywriting needs for the company on website and social media, until transition to associate producer for the company's first documentary feature film

A Management/O'Taye Productions

8/07-11/12

Los Angeles, CA

Development Executive

8/11-11/12

- Discovered and developed content for television (both scripted and unscripted – pitches, original scripts, books, articles, acquired life rights); acted as liaison and worked closely with writers, producing partners, and studio executives in shaping potential ideas and pitches; worked with individual talent on our roster in developing their ideas into potential television shows; handled all development duties and worked in conjunction with veteran manager/producer
- Supervised and mentored two assistants within the management company

Talent Management & Development Associate

8/07-7/11

- Managed day-to-day operations of very busy talent management company in conjunction with production company (which during that time, had production deal at ABC Studios); utilized previous casting expertise to help prepare actors for auditions; edited/created demo reels for clients; handled all typical office duties in a fast-paced environment; within the production company, assisted in all aspects of development (notes, calls, coverage), in addition to independently soliciting scripts and content for future development (scripted and unscripted)
- Screened and interviewed hundreds of potential candidates for two new assistant positions

Tara Rubin Casting

2/03-12/06

New York, NY

Casting Director

- Casting Director in very busy casting office which handled multiple accounts including Broadway musicals (*Mary Poppins*, *Les Miserables*, *The Pirate Queen*, *Jersey Boys*, *Spamalot*, *Spelling Bee*, *Mamma Mia*, *The Producers*, *The Phantom of the Opera*) regional theaters, a pilot, and a feature film (*The Producers The Musical*); auditioned actors and identified leading candidates for roles in productions; and advised and collaborated with directors, producers, and creative team during the casting process, including Susan Stroman, Des McAnuff, Cameron Mackintosh, Mike Nichols, Casey Nicholaw, John Caird, Trevor Nunn; worked closely with actors in prescreen auditions; worked closely with directors, producers, general managers, agents and managers in coordinating schedules, auditions, and talent

EDUCATION

Drew University

Madison, NJ

- **B.A. in Theatre Arts & B.A. in Psychology** (double major) – graduated summa cum laude