

VICTORIA G. DUNCAN

New York, NY (willing to relocate)

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www.VictoriaDuncan.net

PROFESSIONAL EXPERIENCE

Post-Production Coordinator, VICE MEDIA

April 2020 – Present

Reset | Vice Versa | VICE | Shelter in Place | Seat at the Table | A&E | Showtime | New York, NY

Post Supervisor: Arthur Randel

Post-Production Coordinator, TRIPTENT

August 2019 – April 2020

CLIENTS: Kohl's, PetSmart, Sephora, RMS Beauty, Just for Men | New York, NY

Independent Filmmaker, DIRECTOR & PRODUCER

May 2016 – Present

CLIENTS: iTunes Top 100 Artists, YouTube Space NY | Short Films | Music Videos

WORK FEATURED: Amazon Prime, Deadline, Curve Magazine, Digital Journal, Broadway Box

Post-Production Coordinator, EVIL PILOT

March 2019 – June 2019

CBS Studios | CBS Network, New York, NY

Executive Producers: Robert and Michelle King | Post Producer: Robyn Feldman

Post-Production Assistant, FOSSE/VERDON

October 2018 – February 2019

FOX Television Studios | FX Network, New York, NY

Executive Producer: Lin-Manuel Miranda | Post Producer: Brad Carpenter

Post-Production Assistant, THE SINNER Seasons 1 & 2

May 2017 – September 2018

Universal Cable Productions | USA Network, New York, NY

Executive Producer: Jessica Biel | Post Producer: Brad Carpenter

Post-Production Assistant, THE GOOD COP Season 1

November 2017 – May 2018

Fall Far Productions | Netflix, New York, NY

Executive Producer: Andy Breckman | Post Producer: Brad Carpenter

Post-Production Assistant, MY BROTHER, MY BROTHER AND ME Season 1

November 2016 – January 2017

Embassy Row | SEESO, New York, NY

Line Producer: Steven Gruskin

Executive Producer's Assistant, THE BLACKLIST Season 4

June 2016 – October 2016

Universal Television | NBC, New York, NY

Lead Actor and Executive Producer: James Spader

Post-Production Intern, SATURDAY NIGHT LIVE Season 41

January 2016 – May 2016

Universal Television | NBC, New York, NY

Executive Producer: Lorne Michaels | Director: Don Roy King

Production Intern, CANCER: THE EMPEROR OF ALL MALADIES Season 1

September 2013 – May 2014

Ark Media | PBS, New York, NY

Executive Producer: Ken Burns

EDUCATION

The Edit Center, Brooklyn, NY Assistant Editing Crash Course

March 2019

New York University, New York, NY

September 2012 – May 2016

B.F.A. Film & Television Production | **Minor:** Entertainment Business

GPA 3.778

- **FAMU**, 35mm Directing Program, Prague, Czech Republic

SKILLS

Avid Media Composer, Adobe Premiere Pro, **After Effects**, PIX, **Frame.io**, FilemakerPro, **Media Encoder**, Slack, **Box**, G-Drive **Content Delivery**, Scheduling, **Budgeting**, Translator Coordination, **Media Management**, Data Operations, **Creative Problem Solving**, Vendor + Client Relations, **AE Management**, Screenwriting, **Pitching**, Crowdfunding, **Location Scouting**, Shooting