



# Jieying Wu

## Professional Summary

Talented television and film Actor desiring employment in film industry. Self-directed multi-tasker comfortable interacting with people from all backgrounds. Fluent in Cantonese, Mandarin, English and advanced in Korean and Japanese.

## Experiences

### "Anatta" MFA Thesis Film - Lead Actor

San Francisco, CA

12/2018 - 05/2019

- Learned about characters in scripts and relationships to each other to develop role interpretations.
- Studied and rehearsed roles from scripts to interpret, learn and memorize lines, stunts and cues.
- Collaborated with directors, producers, writing staff and performance teams to determine optimal performance strategies and perfect approaches.

### Short Film "She" - Lead Actor

San Francisco, CA

12/2017 - 01/2018

- Learned about characters in scripts and relationships to each other to develop role interpretations.
- Worked closely with the production director to learn about the role and specific styles, and discuss required poses, movements and persona to be portrayed.
- Committed to diligent rehearsal of lines both with partner and groups to optimize deliveries.
- Studied and rehearsed roles from scripts to interpret, learn and memorize lines and cues.
- Understood the workflow on set and stayed patient and energetic for shooting.

### Short Film "B.E.D" - Director

Concord, CA

08/2020 - 12/2020

- Wrote and directed the short film

✉ manitto1124@gmail.com

☎ 415-748-9528

📍 Concord, CA 94520

## About Me

Birthday : 11/24/1996

Height : 5'3"/160cm

Weight: 105lbs/47.6kg

Eye Color: Dark Brown

Hair Color: Black

## Skills

- Can-do attitude
- Stand-in experience
- Accepts direction and coaching graciously
- Memorization
- Budgeting
- Staff Management
- Problem resolution
- Strategic Planning
- Schedule Coordination
- Video Production
- Project Management
- Script review and revision
- Cast and Crew Supervision
- Verbal and written communication
- Comprehensive tech training
- Time management

## Education

- Independently conceptualized elements of video projects including timelines, storyboards and themes.
- Managed casting and selected shot locations.
- Teamed with other production staff to collaborate on final production products and project timelines.
- Conducted three rehearsals before film production to stimulate actors' emotions and creative side.
- Scheduled filming days and weekends, from pre-production meetings to final edits.
- Interpreted scripts to understand overall story and narrative style.

#### **Short Film "Let Me Go, Let Me Go!" - Producer**

San Francisco, CA

01/2021 - Current

- Maintained project costs through careful budgeting and monitoring of expenditures.
- Realigned production schedules to factor in changing conditions such as schedule delays and production accidents.
- Planned video shoots in studio and remotely by managing production through all stages to completion.

#### **"Monster" MFA Thesis Film Production - Producer**

San Francisco, CA

05/2021 - 08/2021

- Maintained project costs through careful budgeting and monitoring of expenditures.
- Coordinated production schedules and activities for the film production.
- Planned video shoots in studio and remotely by managing production through all stages to completion.
- Negotiated payments, schedules and billing with actors and agents.
- Witnessed all rounds of auditions to determine most qualified talent for roles.

#### **Short Film "The Armor" - Assistant Director**

Santa Clara, CA

03/2021 - 04/2021

- Teamed with other production staff to collaborate on final production products and project timelines.
- Chose locations for films to be shot, including setting of individual scenes, angles of cameras and gestures used by actors
- Scheduled filming days and weekends, from pre-production meetings to final edits.

#### **J And K Visuals - Creative Producer**

Concord , CA

09/2020 - Current

- Conducted research to develop detailed business plans for commercial opportunities and expansion.
- Developed strategic initiatives based upon company objectives aimed

12/2020

**San Francisco State University**

San Francisco, CA

Minor: Theatre Arts

12/2020

**San Francisco State University**

San Francisco, CA

Bachelor of Science: Ecology And

Evolutionary Biology

08/2020

**Penn Foster Career School**

Scranton, PA

NAVTA-Approved Program: Certified

Veterinary Assistant

at accelerating growth.

- Participated in meetings with director and production crew to keep program in step with creative vision.
- Resolved problems, improved operations and provided exceptional service.

### **SF Playhouse - Company Management Intern**

San Francisco, CA

08/2019 - 11/2019

- Assisted executives with information distribution and meeting minutes documentation.
- Contributed to marketing campaigns by compiling market research and providing insights.
- Created marketing communication materials to drive awareness and excitement for new plays.
- Prepared Excel spreadsheets with data used to create visuals such as graphs.
- Coordinated site investigations, documented issues and escalated to executive teams as needed.

### **Short Film "Social Trap" - Subtitle Translator**

San Francisco, CA

07/2019 - 08/2019

- Translated the short film "Social Trap" from Chinese to English.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Maintained message content, tone and emotion as closely as possible.
- Provided cultural input to help parties who did not speak similar languages understand the short film.

### **Kun She At SFSU Graduate Program - Producer**

San Francisco , CA

12/2018 - 07/2019

- Developed project budgets and managed production costs.
- Found sponsors, gather investment and financing in the film.
- Work with the director to find key members of the creative team.
- Assembled casting sessions and discussed film shooting details, contracts, and compensation with the talents.
- Obtained necessary permits for filming and parking locations.
- Oversaw logistical aspects from pre-production to post-production.
- Held several production meetings to address progress, relevant concerns and objectives.
- Completed the short film on-time and under-budget.
- Scheduled shoots and set up filming by communicating with talent and crew.

### **Abraham Lincoln High School - Theatre Technician**

San Francisco, CA

08/2014 - 05/2015

- Maintained cleanliness and appearance of theatre equipment including

costumes, curtains, dressing rooms and storage.

- Controlled microphones, sound levels and outputs to produce high-quality tracks for variety of clients.
- Evaluated equipment needs and prepared work orders for repair and replacement.
- Collaborated with management, technical crew members and fellow supervisors to organize efficient operations and achieve demanding schedule targets.
- Built sets for plays within budgets and limiting timeframes.