

VIVIEN TRITCH

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EDUCATION

Bachelor of Fine Arts, Film Production, Bachelor of Arts, French May 2025
Chapman University, Dodge College of Film and Media Arts, Orange, CA 4.0 GPA
Provost Scholarship: Academic Scholarship based on significant academic achievement or outstanding talent (2021 to present).

Study Abroad, College International Cannes, Cours de Langue et Civilisation françaises Spring 2023
French 380 (B2.1-B2.3): Autonome (Intensive French Language: Upper Intermediate)

WORK EXPERIENCE

Student Lab Assistant, Orange, CA August 2023 – Present
Lab Assistant

- Provide on-site first tier technical post-production assistance to staff and students
- Check out hard drives and equipment to students
- Monitor post suite reservation system to ensure timely responses
- Assist post staff as necessary such as fulfilling administrative tasks in classrooms and suites

Arlight Films, Cannes, France; Santa Monica, CA April 2023 – November 2023
Market Coordinator

- Interacted with 18+ film vendors on a daily basis
- Monitored and supervised the showing of 4 sizzle reels
- Scheduled meetings for supervisors and greeted guests upon entry
- Chaperoned 3 celebrities to meetings and events

Fancy Films Post Services, Silverlake, CA May 2024 – August 2024
Post Production Intern

- Completed quality control watch-downs of multiple different projects
- Assisted with client sessions in picture and audio bays
- Managed the hard drive vault and NAS system
- Attended to reception duties

FILM WORK

The Red Door Films, Los Angeles, CA May 2024 – Present
Assistant Editor Intern

- Created transcripts from archival and original media
- Organized and managed 700+ GB of media through Google Drive and Airtable
- Edited string outs of sequences requested by the director

Thesis Production, Orange, CA January 2024
Student Production; Assistant Editor

- Edited sequences live on set to ensure quality and continuity
- Synced 8 reels of audio and video files
- Organized folder structure and file names to ensure easy accessibility for the editor
- Compiled dailies assemblies for review by key crew

Advanced Production, Orange, CA September 2023 – December 2023
Student Production; Editor, Script Supervisor, DIT

- Organized a byte budget and edited a pre-visualization animatic
- Managed transferring media to three hard drives, creating transcodes, and organizing media
- Edited 10+ hours of footage in Avid Media Composer and worked with 5.1 audio

SKILLS

- Avid Media Composer, Premiere Pro, Davinci Resolve, Final Cut Pro
- Proficient in French (read, write, and speak)
- Microsoft Office: Word, PowerPoint, Excels
- File Management
- Communication

