

XIAOLIN MAI (VIOLA)

+1 424-422-6363
violamaifilms@gmail.com
120 S Ave 53, Los Angeles, CA 90042

OBJECTIVES

I'm a filmmaker with training from ArtCenter College of Design and NYU. I have experience in writing and directing short films and commercials. My goal is to create impactful work that combines honesty and wit.

KEY COMPETENCIES

Creative Software	Office Software	Language skills
DaVinci Resolve, Adobe (Premiere Pro, Lightroom, InDesign), Figma	HMTL, CMS, Google Workspace, Microsoft Office Suite	Fluent in Mandarin and Cantonese Advanced in French, Japanese

PROFESSIONAL EXPERIENCE

ArtCenter College of Design

Jan - May 2024
Los Angeles, CA

Teaching Assistant

- Assisted Emmy-winning film producer/instructor in conducting classes focused on presenting and critiquing student work and pre-production processes.
- Oversaw 30+ students, managed complex class workflows, and facilitated presentations, scheduled and coordinated weekly assignments.

COL Media

May 2023 - Aug 2023
Los Angeles, CA

Series Development Assistant

- Utilized HTML and CSS to support the development and production of diverse e-literature content, ensuring compliance with digital publishing standards.
- Efficiently completed over 600 chapter breakdowns and summaries using advanced CMS tools, providing actionable feedback that improved adaptation efficiency by 30%.

Bairui Media Group

Mar 2021 - Aug 2021
Guangdong, China

Production Assistant

- Conducted comprehensive research and refined commercial scripts, enhancing script quality and alignment with client objectives.
- Coordinated all administrative tasks and logistics for production, ensuring seamless operations and timely project completion.
- Liaised between various departments to facilitate effective communication and collaboration, resulting in smoother workflow and successful project delivery.

Whitney Museum of American Art

Aug 2018 - Dec 2018
New York, NY

Digital Media Intern

- Managed and updated content on the museum's official website and other platforms using CMS tools like WordPress. Utilized WordPress to update the official website with timely information, ensuring accurate press coverage for exhibitions and events.
- Managed digital catalogs for renowned exhibitions using Adobe Photoshop and Illustrator, ensuring high-quality presentation and accessibility

European Producers Club

Jan 2018 - Jun 2018
Paris, France

Producing Assistant

- Designed and implemented an evaluation system for script assessment, improving decision-making and project selection efficiency.
- Created and maintained databases for over 100 members, enhancing project collaboration and resource management.

EDUCATION

2016 - 2020	New York University (NY & Paris) Bachelor of Science Major: Media, Culture and Communication Minor: French Studies
2021 - 2024	ArtCenter College of Design Master of Fine Arts Major: Film

REFERENCES

Ken Aguado (Producer/Film Instructor) Ken@StandardFilmGroup.com
Matthew Rolston (Director/Photographer) studio@matthewrolston.com