

Matthew Allen

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PROFESSIONAL EXPERIENCE

Parkwood Entertainment

Staff Editor

Feb 2022 – Aug 2022

- Create and develop commercial, music video, and ecommerce campaigns and edits with various artists and clients
- Develop BTS and social media strategies for various platforms
- Develop campaign, social, and ecommerce strategies and content for Ivy Park Campaigns
- Create and manage schedules for specific projects and individual employees on the post production team
- Create and manage post budgets

Post Production Producer & Coordinator

Aug 2020 – Feb 2022

- Track and coordinate each piece of a project that is going through the post-production process
- Coordinate deliveries and preps between VFX, color, sound, editors, and production, both in house and through third-parties
- Create and manage post budgets for various projects
- Function as editor and assistant editor for various projects
- Manage editors, assistant editors, and flame artists, including scheduling and budgeting

Gunpowder and Sky

Creative Assistant & Editor

Dec 2017 – April 2019

- Edited and developed documentaries, digital content, and pitch materials
- Assisted with development of marketing materials and trailers for the DUST digital channel
- Read and gave notes on scripts and novels in consideration for adaptation
- Assisted with organization of digital storage and production calendars

Downbeat Entertainment

Co-Founder

Jan 2016 - Jan 2022

- Produce, direct, and manage post-production on music videos for clients
- Develop and produce web-series scripts for both in-house employees and outside clients
- Develop, direct, and run post-production on feature and short films for in-house productions and outside clients
- Create and maintain digital marketing and branding materials for clients

Nuclear Creative

Post-Production House Intern

May 2016-Aug 2016

- Assisted in the construction and reconstruction of music video edits.
- Provided visual effects on music videos [roto-scoping and 2D animations].
- Cataloged files and developed an organizational system for digital storage.

SKILLS

Software/Applications: Adobe Creative Suite, Final Cut Pro (6, 7, and X), Motion, Edius, AVID, DaVinci Resolve, Movie Magic Budgeting, Movie Magic Scheduling, Microsoft Office Suite, FileMaker Pro, Microsoft Outlook, Concur Expense Management, Resilio, Synology Systems.

Languages: English, Spanish (conversational).

NOTABLE PROJECTS & AWARDS

Treat Me - Chlöe - Music Video [Editor]	2022
Peace - Mannywellz & Tems - Music Video [Producer, Editor]	2021
About Love Tiffany's Campaign - International Campaign [Post Coordinator & Assistant Editor]	2021
Ivy Park Campaigns - Drops 2-10 - [Post Producer, Coordinator, Assistant Editor, & Editor]	2021-2022
City National Bank – Internal Corporate Videos [Producer & Director]	2019
Public Life – Film [Director] – Hollywood Reel Film Festival [Official Selection], IndieFEST [Official Selection & Humanitarian Award Winner], Vegas Film Festival [Award of Prestige], Honolulu Rainbow Film Festival [Official Selection], Out on Film, Atlanta Film Festival, [Official Selection].	2019

EDUCATION

The University of Southern California – Dornsife College of Letters, Arts and Sciences
B.A. Law, History, and Culture, Minor in Cinematic Arts