

## *Personal Particulars*

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Name: **Thuy-Chi Duong**

Nationality: Vietnamese

## *Contact Information*

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## *Working Experience*

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**Producer – Freelance (Vietnam),** May 2020 - present

- Responsible for production planning, including but not limited to scheduling and budgeting.
- Work with production houses, suppliers and internal creative teams to produce final product.
- Oversee all activities and ensuring that the production is completed on time and within budget.
- *Notable work: Orion's Marine Boy animation promotional materials*

**Producer – 116 Pictures (Vietnam),** May 2019 – May 2020

- Work closely with the director, the executive producers and various departments to prepare and run the production of a film from pre-production to mastering of the film.

**Line Producer – Art Producer, Sparx\* - A Virtuos Company,** March 2018 – March 2019

- Work closely with various departments' producers and art directors to prepare the production schedule and budget.
- Oversee production activities within the studio, as well as maintain communication with external partners (client & vendors), negotiating budget and compensations to ensure production is completed on time and within budget.
- Worked mainly with games production using Unreal Engine, as well as real-time and pre-rendered games cinematics.

*Published Titles:*

*The Outer World Cinematic Trailer 2019 – Line producer*

*Medal of Honor: VR Game – Art Producer*

**Producer, Biz-eyes Communication Agency,** June 2017 – Feb 2018

- Responsible for video, photo and merchandise production planning, including but not limited to scheduling and budgeting.
- Work with production houses, suppliers and internal creative teams to produce final product.
- Oversee all activities, and ensuring that the production is completed on time and within budget.
- *Notable work:*

*Vinamilk Internal Communication 2017 Campaign – 2 original songs with accompanying animation clips, merchandises for Year-End event*

*Cocacola Internal & Media Communication Campaign – 1 video, Tet merchandise for media*

*KinhDo Solite Digital Campaign – set of photos for campaign's game contestant winners*

**Producer, Metub Network, Mar 2016 – April 2017**

- Responsible for production and channel development plans, including but not limited to scheduling and budgeting.
- Work with directors and content research teams to create original contents.
- Oversee all activities and ensuring that the production is completed on time and within budget.

**Line Producer for Video Productions, Freelance, June 2015 – Mar 2016**

- Responsible for overseeing all activities, and ensuring that the production is completed on time and within budget.
- Oversee pre-production activities, as well as control production expenditure and production materials

**Production Manager, Maverick Advertising Agency, Aug 2014 – Apr 2015**

Project ArtShack and Maverick Advertising Agency

- Organise projects' schedule and budget
- Ensure smooth flow of projects

**Production Coordinator for Video Productions, Freelance, Oct 2013 – July 2014**

- Tracking projects, coordinating schedules.
- Office management
- Provide support for location scouting, casting, crew and on facilities information
- *Notable work:*

*Coordinator – Unilever OMO Tet – with Bullets Thailand and LOWE Singapore*

*Coordinator – Xylitol Cool – with Lotte Japan*

*Vietnam line production - Coordinator – United Airlines Safety Video*

**Production Assistant, Jan 2013 – Oct 2013**

Fatman Films Vietnam, Ho Chi Minh City, Vietnam

- Support the producers and directors in all matter related to pre-production, production and post-production.
- Coordinate and maintain communication between all departments prior to production and on-set.
- Create graphic contents for company website, brochure and greeting cards.

**Junior Post –Producer, Nov 2012 – Jan 2013**

Kantana Post-production, Ho Chi Minh City, Vietnam

- Working closely with directors and producers, coordinating between departments, presenting final films to clients.

**Video/Audio Translator (English/Vietnamese), Oct 2012 - Present**

Clients include VTV Vietnam and Greenlight Films Thailand

- Transcribe and translate English/Vietnamese video/audio to Vietnamese/English.

**English/Vietnamese Medical Interpreter, 2011 - 2012**

Freelancer, Singapore – SNEC and NCC, Singapore

- Supports patients' admission and discharge process
- Provide translation and supporting services to patients during appointments, surgeries and other processes as interpreter and personal assistant. Follow up on patients/hospital after discharge at hospital's/patient's request.

**Photographer, 2009 - 2011**

Freelancer, Singapore

- Pre-wedding and actual day/wedding dinner photography.

*Formal Education / Qualifications*

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**Degree (BA) in Digital Film Making, 2011 - 2012**  
SAE Institute – Middlesex University, Singapore campus

**Diploma in Animation - Digital Visual Effects, 2009 - 2011**  
Egg Story Digital Arts School, Singapore

*Language Proficiency*

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**English, Vietnamese - Native proficiency**

*Software Competencies*

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Microsoft Office	Adobe Illustrator	Final Cut Pro
Keynote	Adobe After Effects	Lightroom
Gantt Project	Adobe Photoshop	Autodesk Maya

*References – Direct phone number provided upon request*

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**Mr. Samuel Faith** - [sam@samuelfaith.com](mailto:sam@samuelfaith.com)  
Head of Social Media - DOIST

**Mr. Peter Huy Nguyen** - [huy.nguyen\\_b@virtuos-sparx.com](mailto:huy.nguyen_b@virtuos-sparx.com)  
Line Producer, Sparx\*

**Ms. Minh Trang** – [minhtrang.vt1991@gmail.com](mailto:minhtrang.vt1991@gmail.com)  
Production Manager - Metub