

KERSTIN M. GLAESS

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[https://www.imdb.com/name/nm9604882/?ref\\_=nv\\_sr\\_1](https://www.imdb.com/name/nm9604882/?ref_=nv_sr_1)

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**SUMMARY**

Filmmaking professional with eight years of experience in administration, organization, and five years in project management.

Enthusiastic and creative; demonstrates ability to meet deadlines and complete projects despite high demands. Excellent organization, and strong verbal and written communication skills in English; solid skills in improving productivity and efficiency while reducing costs. Adaptability to working in different environments and circumstances with a calm disposition.

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**EDUCATION**

<b>Master of Fine Arts - Cinema Arts, Producing</b>	<b>2019</b>
Brooklyn College, City University of New York	
<i>Barry R. Feirstein Graduate School of Cinema</i>	

<b>Bachelor of Arts - English and Psychology</b>	<b>2015</b>
The University of Mississippi	

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**SKILLS**

**Skills:** Archival and Story Research. Data Analysis and content cross-referencing. Budgeting and Scheduling low-budget film & TV projects. Clerical- Filing (digital & physical), Copying, Scanning, Faxing, Archiving.

**Certifications:** Adult and Pediatric First Aid/AED/CPR Certification - American Red Cross.

**Technical Proficiencies:** Microsoft Office & iMAC Creative Suite. Movie Magic Scheduling and Budgeting Software, Quickbooks, Final Draft, Celtx, Dropbox, Google Drive, and Google Docs. Social media such as Twitter, Facebook, Tumblr, and Instagram. Basic knowledge of AVID.

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**FILM & TV EXPERIENCE**

**PRODUCER**

2019-Present // **The Murder Tapes, Season 1-3** (TV Series, *Investigation Discovery*) -- **Research Producer**  
Post-Production // **Appa Appa Appa** (Short Film)  
Post-Production // **Vestige** (Short Film)  
2019 // **Catfight** (Short Film)  
2019 // **Stranger** (Short Film)  
2019 // **Tyranny of Distance** (Web Series Pilot) -- **Co-Executive Producer**  
2019 // **The Miracle Twerker** (Short Film) -- **Consulting Producer**  
2018 // **Lola** (Spec Commercial)  
2018 // **Death of Marat** (Spec Commercial)  
2018 // **The Curious Incident of Everett Wilder** (Short Film)  
2018 // **Fresh Air** (Short Film)  
2017 // **Flora** (Short Film)  
2017 // **Six Years Later** (Short Film)  
2017 // **Goodbye, Liberty Court** (Documentary Short)  
2017 // **Dear Sterling** (Short Film)  
2016 // **The Fence** (Short Film)  
2016 // **Bagman** (Short Film)  
2016 // **Slow Burn** (Short Film)  
2016 // **Just a Thought** (Short Film)  
2016 // **Chase** (Short Film)  
2016 // **Domestic** (Short Film) -- **Associate Producer**  
2016 // **Lapse** (Short Film)  
2015 // **Yalobusha** (Independent Feature) -- **Executive Producer**

## PRODUCTION

2019 // *Perception* (Television Pilot) -- Office Production Assistant  
2019 // *Geekaway Camp* (Web Series Pilot) -- Production Manager  
2018 // *Half Life, Season 1* (Limited TV Series, *NYC Life*) -- Line Producer  
2018 // *Dissonance* (Short Film) -- Production Manager  
2018 // *The Silk Road* (Short Film) -- Location Manager  
2018 // *Know You Twice* (Short Film) -- Line Producer, and Production Manager  
2018 // *Emma without Edmund* (Short Film) -- Production Manager  
2018 // *Silent Roar* (Short Film) -- Production Manager  
2016 // *The Looking Glass* (Short Film) -- Production Assistant  
2016 // *Crushing* (Short Film) -- Production Assistant

## PRODUCTION DESIGN

2018 // *A Siren's Song* (Short Film) -- Art Director  
2016 // *Mind the Gap* (Short Film) -- Production Designer  
2016 // *Surprise* (Short Film) -- Production Designer  
2016 // *Seance in Cine Roman* (Short Film) -- Production Designer

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## RECENT EXPERIENCE

**Digital Film Academy, NY, NY**

May 2019 - Dec. 2019

### ***Producing & Production Management Instructor***

Taught Producing based classes at Digital Film Academy in Manhattan which were composed of non-traditional students. Topics included: production management, budgeting, scheduling, teaching Movie Magic Softwares, copyrights, production positions and duties etc.

**Radical Media, NY, NY**

January - June 2019

### ***Production Office Assistant***

Assisted in the day-to-day activities in the New York Headquarters. Covered for the office receptionist when necessary: answered phones, transferred calls, greeted guests, ordered supplies, ordered messengers, scheduled conference rooms, confirmed meetings, and distributed mail. Distributed, organized, and up-kept inventory in the kitchen, reception area, supply closet, and mail room. Assisted with special projects for producers, projects, and staff around the office including: transcribing, post logs, script coverage, runs, updating vendor lists, and set production assistant work for commercials and documentaries.

**Brooklyn College's Feirstein Graduate School of Cinema - CUNY, Brooklyn, NY**

### ***Production Specialist Assistant***

May 2019 - August 2019

Scheduled calls and meetings, sent recap emails, created timelines and contact sheets and performed other office duties. Sorted, compiled, scheduled, and completed students/faculty requests for room reservations, production stage reservations, security card access, equipment check-out, studio drive-on, guest lists, and parking. Accessed student submissions of: call sheets, production reports, permits, location agreements, safety checklists, intimacy consent forms, and production stage agreements.

- Created the first edition of the Feirstein Student Production Handbook.
- Created the first drafts of the Production Film Project Course Guidelines for production-based courses.
- Created of the Production Specialist Assistant Manual & Trainings.

### ***Equipment Room Assistant***

Aug. 2018- May 2019

Assisted in the day-to-day activities of the Equipment Room. This included: preparing upcoming orders to go out; facilitating check-out sessions with students including ensuring they had turned in and signed all the necessary paperwork; checking equipment when returned for damages and missing parts; and cleaning and maintaining the equipment. When new equipment is received: inventory-ing the items, inputting them into the system with their serial number and the FGSC checkout system, and putting the appropriate identifying markers on the equipment pieces, accessories, and cases.

### ***Thesis Production & Film Festival Assistant***

Aug. 2018- May 2019

Worked with thesis student productions to enforce deadlines and facilitate communication between the different offices at Feirstein. Assisted in pre-production administrative activities of the festival including marketing, advertising, and archiving. Assisted in VIP invitations, maintaining security guest lists, and updating correspondence.

### ***Visiting Filmmakers Program Assistant***

Jan. 2018 - Aug. 2018

Responsible for creating excel list of all visiting filmmaker events at Feirstein, adding relevant information to the Feirstein Events calendar, confirming room availability, creating flyers for advertising, confirming and organizing visiting filmmakers requests regarding IT, parking, and general questions, and processing Honorarium paperwork

through Brooklyn College in a timely manner. Coordinating the Scene at Feirstein Production Teams to film visiting filmmakers' talks and curated short interviews, while upkeeping relevant releases and permission from the visiting filmmakers.

- Developed the Visiting Filmmakers Program under the supervision of the Administrative Coordinator.