

# \*IRINA POPOV

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## EDUCATION

// **The American Film Institute** / MFA in Producing '12

// **University of California, Santa Barbara** / BA in Film and Media Studies '10

## PROFESSIONAL EXPERIENCE

### AwesomenessTV | Los Angeles | August 2015- Present

// *Line Producer*

- Oversee all physical production of ATV's new comedy web series, *Foursome*, starring Youtube stars with over 2 million followers.
- Work closely with director to hire department heads and find locations. Manage and create budget and schedule for show. Make sure all spending is within budget allotted.
- Oversee coordinator and production supervisor who handle payroll and physical spending. Handle the daily needs of the producer and executive producers.

### BuzzFeed | Los Angeles | July 2015- August 2015

// *Production Supervisor*

- Directly work under the line producer in the branded department of BuzzFeed Studios.
- Handle crew payroll, point person with the accounting department for check requests, credit card authorizations and the final wrap binder. Organize production, hire personnel, manage location and its conflicting events around our shooting schedule.
- Create pre production book for clients such as *Amazon*. Pre Production book template is now the example for all pre production books at BuzzFeed Studios.

### Independent | Los Angeles | April 2015- July 2015

// *Producer*

- Oversee post and delivery for feature film, *Tree Without Roots*.
- Gave notes to working cut and brought on an editor to finish the film. Organized post finalizing, sound design, mix, color, credits, titles and deliverables.
- Manage and oversee submissions to major festivals.

### Untethered Films | Los Angeles | April 2014- December 2015

// *Producer*

- Oversee development, pre-production, production, post and delivery for feature film, *We Go On*.
- Generate and manage cost report of over \$250,000 budget. Responsible for actor deals and all major vendor deals for show. Oversee hiring of department heads.
- Hired and managed the line producer and production team. Helped director and writer with any and all needs. Helped with festival submission, notes on final cuts, and dealings with post houses.

### Occupant Entertainment | Los Angeles | January 2014-April 2015

// *Field Producer and Production Supervisor*

- Coordinate, handle clearances and field produce all shoots and travel for documentary show, *Behind the Mask*.
- Generate cost report for *Behind the Mask* managing over \$2M in spending. Provide creative notes during the editing process of *Behind the Mask*.
- Coordinate all the needs of the production and development department. Schedule meetings and coordinate conference calls, roll calls, answer phones, manage the calendar, contacts, schedule and expenses. Handle delivery to distributors for feature films, *Madame Bovary* and *The Hallow*. Provide development research, script coverage and notes. Submitted and became point person for *The Hallow* at Sundance Film Festival.

## PROFESSIONAL EXPERIENCE CONTINUED

### **Snoot Entertainment** | Culver City | August 2013-December 2013

// *Production Coordinator*

- Work directly under line producer and production manager to coordinate physical production for feature film, *Faults*. Schedule meetings for producers, table reads with director and actors, manage pre-production calendar. Assistant to production accountant on feature film, *The Guest* to process payroll and file documents appropriately.
- Schedule production meetings. Manage payroll for crew. Create and manage cost report and spending for film. Location scout and securing locations. Communicate with vendors and coordinate equipment rentals. Generate purchase orders and petty cash logs. Manage paperwork such as location agreements, crew deal memos, talent agreements, deal points, offer letters, and SAG paperwork.

### **Rockstream Studios** | Beverly Hills | April 2013-July 2013

// *Production Accountant*

- Manage entire cost report for spending of feature film, *Camp Takota*.
- Manage payroll for crew and SAG actors. Petty cash disbursements and accounting, revise movie magic budget. Generate purchase orders and petty cash logs. Communicate with vendors and coordinate equipment rentals. Audit and oversee art department spending.

### **Machinima** | Los Angeles | December 2012-February 2013

// *Unit Production Manager*

- Work directly under line producer to facilitate all physical production needs of two webseries: *Half Life* and *Assassin's Creed*
- Direct communication and coordination with department heads, talent, locations and vendors.

## PERSONAL

// Internships: Mandate Pictures and Syfy (January 2012-April 2012)

// Physical Production Instructor at the Los Angeles Film School and Relativity School / 2013-2014

// Computer proficient, strong writing skills, knowledge of Microsoft Office, Final Cut Pro, Illustrator

// Travel: Bulgaria, Germany, Austria, Australia, Japan, Indonesia, Thailand, Singapore, and Kuala Lumpur

## REFERENCES

**Available upon request.**

## LINKS

// Imdb.com

[www.imdb.com/name/nm3083503](http://www.imdb.com/name/nm3083503)

// LinkedIn.com

[www.linkedin.com/in/popovirina](http://www.linkedin.com/in/popovirina)