

Penny Poon

Project Coordinator/
Video Editor

Contact

Phone
9406 4720

E-mail
bluepenpenwork@
gmail.com

Technical Skills

Adobe Premiere Pro

DaVinci Resolve

Adobe After Effect

Adobe Illustrator

Soft Skills

Good Communication

A Good Team Player

Adaptable Person

Self-Learning

Scheduling

Work History

2023/05 -
2024/11

Post-Production Coordinator

One Cool Workshop

- Overseeing the workflow to develop schedule throughout the project.
- Communicate and negotiate with stakeholders to help facilitating the creation of the project.
- Work closely with production team and troubleshoot the arising technical issues.
- Quality Check of the deliverables.

Key Highlights

- Coordinate Post-Production of Films and TV Series -
Films - 12怪盜 ， 查無此人 ， 看我今天怎麼說 ， 不赦之罪
TV Series - 轉角浣紗街 ， 法與情

2018/09 -
2023/02

Project Coordinator

Salon Media Lab Limited

- Generate creative ideas, design promotion materials and develop video contents for assigned projects.
- Assist director and producer throughout the video production process including support in editing, on-site shooting, translation and transcription.

Key Highlights

- Co-direct the *Happiness at Work Promotional Scheme Interview Series*.
- Assist to animate in RTHK Documentary - *The Disappearing Glaciers*.

Education

2014/09 -
2018/12

Bachelor of Arts (Honours) in Advertising

Technological and Higher Education Institute of Hong Kong

2012/09 -
2014/07

Associate Degree in Film, TV and Digital Media

Hong Kong Baptist University College of International Education

Certificate

2020/04

Certificate of Completion of After Effect Kickstart

Online Course - School of Motion