



SOFIA MARTINEZ

POST PRODUCTION – ASSISTANT EDITOR

smartinezfilms5@gmail.com (407) 907-5525 smartinezfilms/portfolio

EDUCATION

Savannah College of Art & Design – Expected Graduation May 2026
Bachelor of Fine Arts in Film & Television - Minor in Editing

EXPERIENCE

LEAD VIDEO EDITOR | ARTS UNIVERSE | NOV. 2025 - PRESENT

- Leading creative direction, pacing, and editorial decision-making across multiple projects.
- Handled on-set data wrangling and asset organization for post.
- Collaborated with creative and production teams under deadline-driven conditions.

ARCHIVING ASSISTANT | SCAD VISUAL MEDIA | SEPT. 2025 - PRESENT

- Processed and archived audiovisual materials for archival storage and reference use.
- Maintained detailed electronic filing systems, enforced file labeling conventions, and generated transcripts and logs.
- Sustained internal trackers and databases for assets, schedules, and project documentation.

VIDEO EDITOR | "THREADS OF DUALITY" | MAY 2025

- Edited student fashion film featured at the SCAD Fashion Showcase (Atlanta).
- Developed pacing and visual effects to support the concept.

VIDEO EDITOR | PARK PLAZA THEATER PRE-SCREEN SHORT | SEPT. – DEC. 2024

- Collaborated closely with Director and client's vision, reshaped, and refined the pacing and narrative flow.
- Assembled post-production team, hired colorist and the sound department.

VIDEO EDITOR | WWE X SCADPRO | SEPT. – NOV. 2024

- Tracked project versions, maintained edit logs, and assisted with schedules and internal documentation.
- Structured and maintained over 2TB of digital media, tracking incoming assets, creating string-outs, applying markers.

ASSISTANT EDITOR | PEMDAS PRODUCTIONS | APRIL-AUG. 2024

- Ingested, transcoded, and prepped media for edit using Adobe Premiere Pro and Adobe Media Encoder; performed basic QC and addressed technical notes.
- Supported production and post teams through on-set data wrangling and post-production organization.

SOCIAL MEDIA MANAGER | COLIBRI MEXICAN CUISINE & THE WILDFLOWER | MAY 2022-FEB. 2024

- Scheduled, shot, and edit photo and video content increasing audience viewership by 45%.
- Managed content calendars, scheduled and published posts, reels, and stories.

SOUND EFFECTS EDITOR | "CRYPTID CRISIS" | MARCH-MAY 2024

- Co-led sound effects editing on award-winning short; featured in Boomtown Film and Music Festival.
- Completed basic script coverage and project research for academic and production use.

SKILLS

Avid Media Composer
Avid Pro Tools
Adobe Creative Cloud
DaVinci Resolve

Microsoft Suite
Google Suite
Dropbox
Vimeo

Blackmagic Pocket
RED Digital Cinema
Vault S Codex
Shot Designer