

# AMBER JAUNAI

PRODUCER/PRODUCTION MANAGER

914-885-4694 acjaunai@gmail.com www.linkedin.com/in/amberjaunai Los Angeles, California

## EXPERIENCE

### AWRY

Producer | Unit Production Manager

- Facilitated the successful production of multiple large-scale projects under budget, while meeting creative expectations and client satisfaction
- Coordinated with location reps to manage smooth load-ins and load-outs, securing necessary permits and addressing on-site needs.
- Managed relationships with potential clients interested in collaborating with the company, presenting production capabilities
- Supervised day-to-day operations, overseeing schedules, budgets, and production goals, while coordinating communication across departments.
- Provided meals and crafty for crews of 30+ to maintain crew morale and productivity during long shoots.
- Delegated tasks to production assistants and department heads, ensuring efficient workflow and meeting project deadlines.
- Expanded social reach via Instagram & Tik Tok

### Red Bull

Social Media Strategist 2023 -2024 (Los Angeles)

- Collaborate with internal teams to manage and enhance the current Instagram account for sustained growth.
- Establish dedicated social media profiles for Red Bull Media House on Instagram, Facebook, and LinkedIn.
- Collaborate with our in-house editing team to produce compelling videos for various platforms.
- Coordinate with external clients and partners to source real-time content, including photos, videos, decals, press releases, and promotional materials, optimizing our online presence.
- Develop and refine internal guidelines to educate team members on social media analytics and provide external partners with consistency guidelines for content creation.

### Grand Rising Talent

Media Manager 2021- 2023 (Los Angeles)

- Asset creation: media kits, one sheets, production decks & various marketing deliverables which continues to result in network television appearances, financial sponsorships, & expansion of work for our clients
- Ghostwrote articles & coordinated placement in major publications such as Blavity, Swaay, & TODAY; genres span the medical field, beauty & lifestyle, & political landscapes
- Collaborated in key creative & strategic discussions in order to re-brand company & launch website which has been featured on Ebony, Diverse Rep, & Yahoo
- Maintained website & created additional website assets on Webflow & Canva to reflect rapidly growing business, as well as sourced and managed external agencies to amplify brand
- Oversaw operations for CEO & various high-level clientele with 24+ projects in all stages of production on Outlook, Google Workplace, and Excel
- Planned, executed, & sourced contractors (chef, photographer, etc.) & secured venues for exclusive events for company
- Kept track of important trends and happenings of editorial media and journalism that influence the earned media strategies.

### Exeter - Insurrection Media

Production Coordinator 2022 (Los Angeles)

- Created, updated & proactively maintained both inward- & outward-facing production resources & documents
- Coordinated the physical & electronic wrap deliverables, including managing the organization, storage, & distribution of all production assets to executives at AMC, Audible, & in-house at Insurrection
- Worked closely with producers to organize & manage various needs such as talent/location releases, call sheets, scripts & other documents
- Documented and managed the onboarding process for talent in accordance with SAG-AFTRA standards

### Split Ending Productions

Associate Producer 2021 (New York)

- Participated in key creative discussions & provided feedback
- Created & implemented production schedule
- Operated as de-facto Script Supervisor & AD by providing editorial support while in production
- Supported lead producer in order to keep entire crew on schedule & in accordance to union standards
- Arranged for transportation, craft services, & processed invoices in order to cultivate a positive culture on set
- Ensure all assets properly reflect and elevate client branding.

**EDUCATION** Bachelor of Fine Arts Pace University, Summa Cum Laude

# AMBER JAUNAI

PRODUCER/PRODUCTION MANAGER  
with a focus on community building and engagement

914-885-4694    acjaunai@gmail.com    www.linkedin.com/in/amberjaunai    Los Angeles, California

## PORTFOLIO HIGHLIGHTS



### Essence Black Women In Hollywood

Producer

Essence Black Women in Hollywood, including Hollywood House, was a two day event celebrating Black women in Hollywood and their achievements. Directly supported the auspice, Erica Cobb, for a special segment for the nationally syndicated *Daily Blast Live* tv special. Fielded all publicists & correlating clients in order to create a seamless, flowing lineup of interviews.



### Escape Billionaire's Embrace

Unit Production Manager

As Unit Production Manager for the 83-episode vertical series *Escape Billionaire's Embrace*, Amber managed a fast-paced production that shot 110 pages in just 10 days at a location in Malibu and a studio lot in Anaheim. She oversaw all department heads, ensuring each area worked cohesively to meet production goals, and delegated tasks to production assistants to keep operations running smoothly. Jaunai also handled day-to-day logistics and ensured the production stayed on budget, as set by the line producer. By maintaining clear communication between the client, producers, and crew, the production achieved its creative goals while adhering to any and all constraints. You can find the full series on ShortMaxTV.



### Queens Gaming Collective

Associate Producer

Queens Gaming Collective is a social platform empowering women in gaming. Amber Jaunai supported the lead producer for the NY division in a multi-media shoot for the platform's launch, handling everything from production logistics to post-production creative decisions and deliverables.



### Exeter

Production Coordinator

As Production Coordinator for the AMC/Audible narrative podcast *Exeter*, recorded at a studio in Burbank, Amber Jaunai created, updated, and maintained both internal and external production resources and documents. She coordinated the organization, storage, and distribution of physical and electronic wrap deliverables to AMC, Audible, and in-house at Insurrection. Amber worked closely with producers to manage various needs, including talent and location releases, call sheets, and scripts, while also overseeing the onboarding process for talent in accordance with SAG-AFTRA standards. All three series are available on Audible and SundanceNow.