

Mark Parq

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Experienced in post-production, editing, animation, and graphic design with a track record in diverse industries including entertainment, eCommerce, and events. Produced impactful online and social media content for major brands like *Nike*, *Stella Rosa Wines*, *Kate Spade*, *Perrier*, *TNT*, *TBS*, *TLC*, and *Animal Planet*. Known for meticulous attention to detail and unwavering commitment to client excellence.

Core Skills

- Post Production and Video Editing
- Digital Media Content Strategy
- Commercial Production
- Team Leadership and Training
- Budget and Schedule Management
- Branding, Marketing, Design
- Photography and Videography

EXPERIENCE **Post Production Supervisor**, VideoFresh, Pasadena, CA (2021 to Present)

- Coordinating daily communication and tracked project progress for multiple post-production tasks.
- Managing deadlines, negotiations, and quality checks to meet brand guidelines for various projects.
- Overseeing all post-production aspects, ensuring timely delivery and adherence to quality standards.
- Balancing workloads for editors and improved post-production workflows.
- Facilitating coordination between clients, prospective clients, and freelancers.
- Implementing process improvements and negotiated music licenses for TV deliverables.

Editor, Designer & Social Media Manager, Freelance (2019 to 2021)

- Implemented an efficient online database, reducing data retrieval time by 30%.
- Mediated music licensing contracts with clients.
- Contributed to brand development across multiple channels.
- Reported, measured, and analyzed key performance indicators (KPIs).
- Managed executive leadership calendars, expenses, invoicing, and travel logistics.
- Led meetings, event planning, and corporate social responsibility efforts.
- Maintained strict confidentiality.
- Organized documentation for 50+ film festivals, including cue sheets and talent releases.
- Created comprehensive cast, crew, vendor, and music lists for credits.
- Reviewed and organized legal and production documents.

Editor/Post Supervisor, Thrive Market, Marina Del Rey, CA (2016 to 2019)

- Managed diverse teams involved in post-production projects, overseeing schedules and digital archiving.
- Facilitated effective communication with clients, content producers, and creative teams to meet project milestones.
- Played a key role in increasing video content output by 500% through storage solutions and workflow development.
- Achieved an annual cost savings of \$19K by enhancing training and workflows, reducing outsourcing.

Continued...

Senior Editor, Magic Feather, Santa Clarita, CA (2012 to 2015)

- Supervised and trained a video editing team.
- Ensured video content alignment with branding guidelines for networks, movies, and TV shows.
- Managed legal contracts and branding documentation to extract relevant terms.
- Filed stock footage and music cue sheets for television delivery legal departments.
- Created credits sequence for independent film.
- Reviewed legal and technical documents for film and commercial distribution.

Dir. of Commercial Production, WHLT-TV CBS22, Hattiesburg, MS (2008 to 2012)

- Tracked delivery dates for multiple project assets.
- Significantly increased commercial production from 4 to 40+ commercials per month.
- Managed the entire creative process from concept to delivery of commercials, focusing on improving network sales revenues.
- Ensured quality control in the production department and handled budget planning and forecasting.
- Demonstrated the ability to take charge with minimal supervision.

Chicago Fire, Camera Production Assistant

Not Another Celebrity Movie, Key Set Production Assistant

The Fourth Door, Set Production Assistant and Editor

Caged, Assistant Property Master

HaimERICAN, Associate Producer and Editing Department

HeyUSAx, Post Production Supervisor and Editor

PRODUCTION CREDITS

EDUCATION

Master of Business Administration (MBA)

Wagner University, Pasadena, CA

Bachelor of Arts (B.A.) in Radio, Television, and Film

University of Southern Mississippi, Hattiesburg, MS

TECHNICAL SKILLS

Creative Software: Premiere Pro, After Effects, Photoshop, Illustrator, Audition, Final Cut Pro 7 & X

Project Management Tools: Airtable, Asana, Trello

Automation Tools: Zapier, Make, ChatGPT