

Gerardo “Rod” Munoz

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POST PRODUCTION PROFESSIONAL

Dynamic post-production professional with over 20 years of deeply rooted experience in the media and entertainment industry. Proven track record in managing high-performing teams, streamlining processes and delivering successful television series and films. Acute understanding of all areas of post-production, including editing, graphics, sound design, workflows and delivery methods. Commitment to staying abreast of industry trends and advancements to continuously refine strategies and stay at the forefront of the media field.

KEY COMPETENCIES & SKILLS

Post Production | Work Flow Architecture | Cloud Management | Media Management | Unscripted/Scripted | Quality Control | Captioning/Subtitling | Localization | Web Series | Adobe Suite | Protools | Avid | Color | Metadata | Branding/Marketing | Cross-Functional Team Leadership | Television Production | Hiring | Transcoding/Encoding | Editing | Communication | Problem-Solving | Organization | Music & Audio Editing | Music & Footage Clearance | Communication/Relationship Management | Vendor Relationships

PROFESSIONAL EXPERIENCE

WARNER BROS., (Stage 13)

2016 - 2022

Manager of Post-Production and Operations, Burbank, CA

- Oversaw all aspects of post-production for scripted and unscripted projects produced under the Stage 13 banner comprising of long form series for broadcast networks and major streaming platforms, award-winning web series, short-form digital content and docuseries.
- Hired, trained and mentored team members across Post-Production and Operations, defining clear expectations and designing workflows for all projects while ensuring seamless deliveries to both Stage 13's online platform, streamers and broadcast networks.
- Expertly negotiated deals with post-production personnel and vendors.
- Managed & Onboarded cloud management and file sharing systems like: Aspera, Wiredrive, Frame.io, Dropbox, Box, Amazon S3 buckets, Okta (two-factor authentication), Google Drive and Pix.

FOX NETWORKS, (DISH NATION)

2015 - 2016

Technical Supervisor, Studio City, Ca

- Designed, developed and implemented workflows for broadcast and post-production systems.
- Managed media assets and administered security and application upgrades for Avid Nexus, servers and storage.
- Maintained and received daily live fiber transmissions from Atlanta, Dallas and Los Angeles for post-production use on a daily show.
- Provided technical support of Avid editing systems and workflow, which encompassed: Nexus storage system, off-net servers, workstations, media storage, major applications and plug-ins.
- Rendered technical support for graphics VFX, color correction, IT and end-product file creation for Aspera digital media delivery.
- Utilized Linux, Windows, Mac operating systems; integrated, maintained and upgraded equipment related to ancillary SAN connected hardware (GFX Software, etc.).
- Provided team leadership by training, mentoring, and coordinating the work of others, and developing engineering guidelines/SOP's for departmental usage and workflow.

NBC UNIVERSAL, (NBC UNIVERSO/MUN2)**2014 - 2015****Director of Post-Production and Operations, Universal City, Ca**

- In charge of daily operations and workflow between Los Angeles, Miami, Denver and New Jersey, including the management of teams in Los Angeles and Miami.
- Restructured and revamped Post-Production and Operations teams, enhancing internal efficiencies and strengthening relationships with the National Operations Center (NOC and other NBCUniversal business units and networks).
- Oversaw electronic delivery of all program material including master shows for broadcast.
- Created standard operating procedures in editing, media management and broadcast operations.
- Successfully converted the network from standard definition to Hi definition broadcasting, which included changing and redesigning creative workflows in post-production.
- Produced and edited weekly billboards, tune-ins and custom promos for on-air for sales team.
- Created original vignettes and pod busters from footage provided by producers and clients.
- Built and managed team of 12+ members across, Post-Production, and Broadcast Operations, delivering content on time by creating organized workflows, providing feedback and leading.
- Fostered productive team culture, with emphasis on mentorship, collaboration, and professional growth.
- Restructured Post-Production and Operations teams, enhancing internal efficiencies and strengthening relationships with National Operations Center (NOC) and other business units/networks under the NBCUniversal banner.

NBC UNIVERSAL, (NBC UNIVERSO/MUN2)**2011 - 2014****Media Manager/Post-Production Supervisor, Universal City, Ca**

- Oversaw all post-production and media management for both West coast and East coast production.
- Daily work consisted of maintaining the workflow design I created using Avid Interplay.
- Point on all delivery of shows and assets for all departmental needs including: Acquisitions, On-Air Promotions, Digital, Press, Marketing and Music Programming.

NBC UNIVERSAL, (NBC UNIVERSO/MUN2)**2007 - 2011****Integrated Marketing Solutions Editor/Production Editor, Universal City, Ca**

- Produced client re-caps of marketing events and programming wrap-ups including sizzle reels.
- Produced weekly billboards, tune-ins and custom promos for On-Air Department.
- Created original vignettes and pod busters from footage provided by producers.
- Collaborated closely with producers, production managers, VO talent, VJ's, script writers, Graphics team, and sales account executives to produce and edit all deliverables.

EDUCATION**BACHELOR of ARTS (BA), TELEVISION | FILM**

California State University of Los Angeles

References Available Upon Request