

# KAI SAN LEI Assistant Editor

## Summary

Assistant editor and editor with 6 years of professional visual storytelling experience across television, film, and social media.

Certified in Avid Media Composer and highly proficient in Adobe Suite software, to deliver emotionally compelling stories. Recognized for care in details and consistently delivering on schedule.

## Contact Info

E-Mail:  
kaisanlei.edits@gmail.com  
Phone:  
(650) 229-9179

## Skills & Expertise

Video and Film Assistant Editing  
Video and Film Editing  
Basic Audio Editing on Adobe Audition  
AVID Media Composer Certified User  
Understanding of Post-Production Workflow  
Understanding of Online Editing

AVID Media Composer  
Adobe Premiere Pro  
Adobe After Effects  
Adobe Photoshop  
Adobe Audition  
DaVinci Resolve

## Education

Bachelor of Arts in Film Production  
California State University, Northridge  
August 2018 - December 2020

College of San Mateo  
August 2016 - May 2018

## Certification

AVID Media Composer Certified User  
Handy Foundation Assistant Editor Training Program

## Employment



ITV America  
February 2023 - Current  
Assistant Editor

- Sync, group and organize project for edit
- Create stringouts and pull selects per editor's and producer's request
- Address notes from producers and network
- Edit cold opens and ending scenes
- Prepare and organize picture lock sequence when offline editing is finished

## Jubilee'

Jubilee Media  
September 2022 - August 2026  
Freelance Assistant Editor and Snapchat Editor

- Ingested and synced incoming footage from production and prepare the project for the main editor
- Made notes and markers on the stringout to help the main editor locate soundbites easily
- Converted YouTube episodes into the Snapchat format with Snapchat Publisher

## MERALTA FILMS

Meralta Films  
September 2022 - February 2023  
Assistant Editor

- Ingested and synced incoming footage from production and prepared the project for the main editor
- Created stringouts and pull selects per director's request
- Updated and created media logs and transcripts logs to keep track of post-production progress
- Applied LUTs and basic color grading for temporary cuts

## Freelance Assistant Editor/Editor

February 2020 - November 2021  
Assistant Editor and Film Editor

- Ingested and synced incoming footage from production and prepared the project for the main editor
- Created rough cuts and fine cuts and work with the director and producer to a polished final cut
- Handed off finished cut to sound editor and colorist
- Pulled VFX shots and delivered to VFX team