

Cassandra-Carmen Rosado

Multidisciplinary creative professional with experience spanning film and television production, education, and youth arts programming. With a BFA in Acting and a background in production coordination, producing, directing, and administrative support, I bring strong organizational, communication, and project-management skills to both creative and educational environments. Most recently, I have worked as a Substitute Teacher and Teacher's Assistant, supporting classroom instruction, creative projects, curriculum development, and school-based programming. As Producer/Director of Broken Yolk Productions, I have also managed short-form documentary productions from pre-production through post-production, including interview coordination, field production, participant engagement, and delivery of web and social media content. Passionate about using creativity, storytelling, and collaborative learning to build meaningful experiences for both children and communities.

CORE SKILLS & COMPETENCIES

- Video Content Editing
- Script & Rights Clearance
- Production Scheduling
- Digital Content Creation
- Long-Form Storytelling
- Archival Footage Curation
- Event & Logistics Planning
- Vendor Relationship Oversight
- Cross-Team Collaboration

PROFESSIONAL EXPERIENCE

Producer/Director

June 2026

The Office of André Sayegh | NJ

Produced and directed a short-form documentary-style video highlighting the impact of three community initiatives across Paterson. Managed pre-production, interview coordination, one-day field production, participant interviews, location coverage, and post-production, delivering a 2–3 minute web and social-ready video with additional content clips.

Key Responsibilities:

- Led pre-production planning, scheduling, and coordination with client and participants
- Produced and directed a one-day field shoot across multiple Paterson locations
- Conducted and directed participant and client interviews
- Coordinated a 3-person production crew, including camera and audio needs
- Directed verité-style B-roll and observational footage capturing community programs and interactions
- Collaborated with clients to identify key messaging, participants, and storytelling priorities
- Managed post-production, including editing, story structure, and client revisions
- Delivered final web and social media-ready content within an accelerated production timeline
- Provided additional footage and clips for future content use
- Managed project scope, client communication, and production deliverables within an agreed project budget

Substitute Teacher

May 2026 – June 2026

Leonia & Cliffside Park Board of Education | NJ

Provided classroom instruction and support for students across various grade levels, following lesson plans and maintaining a structured, positive learning environment. Managed classroom activities, encouraged student participation, and adapted to the needs of different classrooms while supporting daily school operations.

Key Responsibilities:

- Followed and delivered lesson plans provided by classroom teachers.
- Supervised and managed classroom activities in the teacher's absence.
- Maintained a safe, respectful, and productive classroom environment.
- Supported students with assignments, activities, and classroom projects.
- Adapted instruction and activities to meet the needs of different age groups and learning styles.
- Encouraged student participation, engagement, and positive classroom behavior.
- Communicated important classroom updates, student needs, and incidents to school staff.
- Maintained classroom routines and ensured students followed school policies and procedures.
- Assisted with transitions, lunch, recess, and other daily school activities as needed.

Teacher Assistant - Luna De Papel

Jan 2026 – Jun 2026

SACC Afterschool Programs | NJ

Assisted with classroom preparation and hands-on project development for children's creative arts programs. Helped develop themes and concepts for upcoming programs, maintained and organized the shop and classroom spaces, and supported the planning and execution of scheduled educational programming. Assisted with school-based programs, including Techs Jersey City and local public schools, helping facilitate engaging, creative learning experiences for students.

Key Responsibilities:

- Assisted with classroom preparation, lesson setup, and hands-on creative projects.
- Supported the development of themes and concepts for upcoming educational programs.
- Assisted instructors with teaching and facilitating scheduled children's programs.
- Supported school-based arts programming, including programs with Techs Jersey City and local public schools.
- Helped create a positive, engaging, and supportive classroom environment for students.
- Maintained organization and upkeep of the shop, classroom, and program materials.
- Prepared and organized supplies and materials for classes, workshops, and special programs.
- Assisted with adapting activities and projects to meet the needs and interests of different student groups.

Associate Producer - Tura Viva (Hispanic Health Council)

Sep 2025 – Dec 2025

MTEAF Organization | NY/CT

Served as Associate Producer for *Tura Viva* at the Hispanic Health Council Gala, overseeing production logistics, talent coordination, and media execution for a live performance event. Managed cross-functional teams to ensure seamless execution from rehearsal through showtime.

Key Responsibilities:

- **Production & Travel Coordination:** Coordinated roundtrip cast and crew travel from NY to CT, managing itineraries, accommodations, and day-of transportation to ensure timely arrivals and smooth transitions between locations.
- **Scheduling & Timeline Management:** Developed and executed rehearsal and performance-day timelines, creating detailed run-of-show documents to maintain alignment across creative, technical, and production teams.
- **Media Team Leadership:** Managed and directed the media team, overseeing content capture to ensure high-quality video and photo documentation aligned with event branding and storytelling objectives.
- **Content & Asset Management:** Collected, organized, and delivered media footage and music assets, maintaining accurate records and ensuring proper usage for post-event distribution and archival purposes.
- **Cross-Team Collaboration:** Partnered with event organizers, vendors, and technical staff to address on-site production needs, ensuring operational efficiency and cohesive execution under tight deadlines.

Executive Assistant to John Melfi

Jun 2024 – May 2025

HBO “–And Just Like That” S3 | Astoria, NY

Supported Executive Producer John Melfi across production, post-production, and publicity for HBO’s *And Just Like That*, managing scheduling, communication, and logistics for high-profile talent and departments while contributing as Associate Producer for behind-the-scenes content and press events.

Key Responsibilities:

- **Production Coordination:** Managed executive calendars, shoot schedules, and cast availability to ensure seamless daily operations across production, fittings, and editing teams, adapting to evolving timelines.
- **Content Development:** Produced behind-the-scenes costume segments and press materials by collaborating with editors, creative teams, and ad sales to deliver polished, on-brand content.
- **Rights & Clearance Management:** Partnered with legal and ad sales teams to secure product integrations and script clearances, while maintaining detailed vendor credit and copyright approval records.
- **Event Logistics:** Organized premiere events, crew activations, and brand partnerships by coordinating travel, managing schedules, and facilitating meetings via Teams and Zoom.
- **Financial Oversight:** Processed expenses through Cashet, tracked financial records, and created run-of-show documents, ensuring accuracy and confidentiality in all transactions.

Executive/Line Producer Assistant to Geoff Shotz and Julian Blevins

Aug 2021 – Apr 2024

NBC “–The Equalizer” S2-S4 | Brooklyn, NY

Assisted two senior producers on NBC’s *The Equalizer* across multiple seasons, overseeing production logistics, scheduling, and communication among creative, technical, and administrative teams. Coordinated daily operations for a large-scale television production, ensuring smooth workflows, timely deliverables, and effective problem resolution.

Key Responsibilities:

- **Operations & Production Coordination:** Managed producer and director calendars, maintained cast availability and ROS schedules, and submitted payment tracking sheets to the studio. Oversaw production documents and crew schedules to ensure alignment across departments and on-time execution.
- **Content Development:** Assisted in producing season press materials, coordinating with press outlets such as Entertainment Tonight and Access Hollywood, as well as with talent representatives and studio publicity teams to support promotional campaigns.
- **Cross-Departmental Support:** Collaborated with department heads to source materials, manage deliverables, and address on-site production needs, ensuring seamless communication and operational consistency.
- **Logistics & Resource Management:** Oversaw deliveries, coordinated with vendors, and tracked shipments across multiple filming locations, maintaining organized workflows between studio and field units.

Production Office Assistant

Jan 2020 – Aug 2021

HBO Max “–Succession” S3 | Brooklyn, NY

Provided support to the production office for HBO’s *Succession* during Season 3, coordinating administrative tasks, shipment tracking, and on-location logistics across multiple filming sites. Maintained efficient daily operations for cast and crew by ensuring clear communication, organized workflows, and timely resolution of production challenges.

Key Responsibilities:

- **Operational Coordination:** Managed production documents, shipment logs, and inventory tracking for crew equipment, ensuring compliance and accessibility for department leads. Streamlined filing systems to support efficient operations.
- **On-Location Administration:** Set up temporary offices at satellite locations, ensuring connectivity and access to critical resources. Supported production teams in Montauk and Virginia by maintaining operational continuity.
- **Cross-Departmental Support:** Collaborated with department heads to source materials and address on-site needs, delivering proactive solutions to minimize disruption during location transitions.

- **Logistics & Resource Management:** Oversaw deliveries, coordinated with local vendors, and tracked shipments to multiple filming locations, ensuring seamless transitions between studio and field units.

Office PA

Sep 2019 – Dec 2019

Show Time – “Ray Donovan” S7 | Brooklyn, NY

EDUCATION

Bachelor of Fine Arts, Film | [New York Film Academy](#)

May 2018

TECHNICAL ACUMEN

Scenechronize | Final Draft Pro | Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Google Suite | Adobe Photoshop | Basic HTML programming | Kissflow | QLab | Cashet | Digital PO/standard invoices | Box | Dropbox |
Vehicle | Valid Driver's License