

Alina I. (Grad) Joseph

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Production Experience

Scrub, Humanizing the Classroom, Director: Kristin Stuart Valdes | New York, NY

SAG Payroll & Production Coordinator | 8/2025 – 11/2025

- Managed cast onboarding, contracts, and payroll in compliance with SAG-AFTRA guidelines while supporting daily production coordination

League of Legends ESports, Hero Production | Reykjavik, IS

Office & Stage Production Assistant | 4/2021 – 10/2021

- Assisted with scheduling, logistics, setup, and troubleshooting for a multiplayer esports video game tournament

The Challenge S36, Pegasus | Reykjavik, ISL

Talent Production Assistant | 7/2020 – 10/2020

- Organized production budgets
- Oversaw remote segments featuring reality show contestants and handled logistics, including scheduling and talent management

Other Work Experience

Filmfest DC | Washington, D.C.

Hospitality Coordinator | 3/2024 – 5/2024

- Managed travel and accommodation bookings for filmmakers and industry guests
- Leveraged database management and itinerary planning to optimize guest experiences

MHG Events | New York, NY

Production Coordinator | 7/2023 – 10/2023

- Created and integrated a centralized data management system
- Optimized planning and logistical processes for over 20 events

Transylvania International Film Festival | Cluj-Napoca, RO

Print & Traffic Coordinator | 2/2022 – 7/2025

- Coordinated with over 300 filmmakers and distributors to deliver digital promotional materials to the festival departments
- Maintained the festival's film database and logged over 200 submissions per festival
- Developed and managed a film-tracking database, collaborated with events technicians

Coordinator | 5/2011 - 6/2019

- Managed a volunteer team of over 40 members and coordinated their schedules

Skills

- **Industry Knowledge:** Payroll forms (start paperwork & timecards), cost reports, Exhibit G, I-9 verification
- **Administrative Skills:** Database management, digital file conversion, file organization, and compression
- **Software:** GreenSlate, Microsoft Office (Word, Excel, PowerPoint); Adobe Acrobat; Google Workspace (Docs, Sheets, Calendar, Slides, Forms); Asana; Airtable
- **Other:** Fluent in English, Romanian, and Spanish

Education/Certifications

GreenSlate | Online

Certification as a Payroll Accountant | 12/2025

Entertainment Partners | Online

Certification in Becoming a Payroll Clerk | 4/2025

Entertainment Partners | Online

Certification in Movie Magic Budgeting: Basics | 4/2025

Brooklyn Workforce Innovations | Brooklyn, NY

Certification in Film and TV Production Accounting | 3/2025

Babes-Bolyai University | Faculty of Theater and Television | Cluj-Napoca, RO

MA in Film - Digital Interactive Arts

Babes-Bolyai University | Faculty of Communication Sciences | Cluj-Napoca, RO

BA in Communication - Journalism

References

Kristin Stuart Valdes - Director - kpsvaldes@gmail.com

Steve Loff - Production Accountant - trainer - steveloffwork(@)gmail.com

Shirin Ghareeb - Deputy Director - Filmfest DC - shirin(@)filmfestdc.org