

Kofi Poku Jr.

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TECHNICAL SKILLS

- **Technical:** MS Office (Expert Excel/Outlook), Adobe Premiere Pro, Photoshop, Da Vinci Resolve A/V Recording Systems, Case Management Software.
- **Production:** Script Breakdowns, Continuity, Gear Inventory, Boom Operation, Grip/Electric Basics.

SELECTED PRODUCTION EXPERIENCE

Director / Screenwriter / Editor | *Independent Productions* | **2024 – 2025**

- **Operation: Jacket Snatch (Dec 2025):** Wrote and directed narrative short; Coordinated schedules, managed production documentation, and ensured deadlines were met across all phases.
- **Luciano's Successor (Nov 2024):** Directed, edited narrative short, overseeing post-production workflows.

Production Assistant / Technical Crew | *Various Features & Music Videos* | **2019 – 2025**

- Supported producers and department heads across multiple productions in fast-moving environments
- Facilitated communication between creative, technical, and talent teams
- Maintained strict adherence to schedules, safety protocols, and confidentiality

Selected Credits

- *Golden* (Feature Film) – Production Assistant
- *Insatiable You* – PA
- *Too Froze* (Music Video) – PA
- *G.A.S.P Online* – Boom Operator

PROFESSIONAL LEGAL & ADMINISTRATIVE EXPERIENCE

NJ SUPERIOR COURT | **Court Services Officer** | **New Brunswick, NJ** | **2019 – Present**

- **High-Volume Contract & Order Management:** Process 100+ judicial orders weekly, mirroring the agency requirement for generating deal letters, invoices, and start paperwork.
- **Quality Assurance & Compliance:** Perform rigorous review of submitted filings to verify authenticity and compliance with strict standards, ensuring zero errors in high-stakes documentation.
- **Complex Scheduling:** Manage critical trial date adjournments and rescheduling, directly translating to the management of client meetings and production calendars.
- **High-Profile Liaison:** Act as primary point of contact for judges, attorneys, and the public, maintaining the utmost professionalism and discretion with sensitive/confidential information.
- **Technical Operations:** Operate complex audio/video recording systems for documentation; mentored and trained new hires on administrative workflows and judiciary policies.

EDUCATION

Berkeley College

B.B.A, Business Administration/Management

Woodbridge, NJ

- *Honors:* Magna Cum Laude, President's List

The College of New Jersey

B.A, Journalism/Professional Writing

Ewing, NJ

- *Honors:* Dean's List