

# Max Wexler

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## WORK EXPERIENCE

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### ITV America

New York, NY

#### Post-Production Assistant (Full-time, Project-Based)

Nov 2025 - Apr 2026

- Maintain extensive spreadsheets detailing overall production progress and available digital assets.
- Sort through an average of 3.5 hours' worth of footage daily to identify project-relevant material.
- Aid in the process of creating, editing, and cataloging transcriptions for every piece of raw footage.

### SurvivorNet

New York, NY

#### Digital Asset Manager and Multimedia Specialist (Contract)

Jun 2025 – Sep 2025

- Led the company-wide backup of over half a decade of digital assets via RAID servers, cloud storage (AWS), and physical backup (LTO tapes), totaling well over 1000TB.
- Supervised the on-set formatting, collection, storage, and backup of company-wide digital assets
- Played a key role in the creation of patient-focused educational and motivational content.
- Interacted directly with patients, survivors, and caregivers to ensure their stories were told accurately and authentically.

### Jersey Legends and Unanimous Media,

New York, NY

#### Video Editing Assistant (Contract)

Sep 2024 - Jan 2025

- Oversaw the distribution of cuts, licensing documentation, and project files to streaming network (Amazon Prime Video) and other third-party vendors for the docu-series ALLEN IV3RSON.
- Carried out the implementation of on-screen graphic assets across all episodes.
- Collaborated directly with producers to ensure audio and visuals across all episodes were up to broadcast quality standards.

### Imagine Entertainment,

New York, NY

#### Video Editing Assistant and Digital Asset Manager (Full-time, Project-Based)

Jan 2022 - Nov 2023

- Served a key role on a 10-person team tasked with the organization, transcoding, and curation of over 800 TB worth of archival media for a 10-part docu-series on the New England Patriots streaming on Apple TV+.
- Trafficked and fulfilled requests from the post-production team regarding troubleshooting technical issues relating to the functionality of media files and/or software.
- Facilitated the exchange of documentation with third-party vendors regarding technical specifications and licensing information.

### SurvivorNet

New York, NY

#### Post Production Lead, Digital Asset Manager, and Co-producer (Full-Time)

Mar 2020 - Dec 2021

- Cut and co-produced medical information videos daily, as well as larger branded projects.
- Was also responsible for company-wide media storage and backup to both RAID servers and physical LTO tapes.

## Skills

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**Technical Skills:** Project Management, Technical Troubleshooting, Video Editing, Digital Asset Management, Social Media Management, Third-Party Licensing, Progress Reporting, Inter-Department Communication

**Software:** Microsoft Office (Word, Excel), Google Suite (Docs, Sheets), Adobe Creative Suite Expert

## EDUCATION

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### SUNY NEW PALTZ

New Paltz, NY

Bachelor of Arts,

Graduated May 2018

Major in Digital Media Production

Cumulative GPA: 3.53; Distinguished Student Medal 2018

Relevant Coursework: Digital Media Management, Film and Video Production, Production Coordination