

Kaualani Ceberano

(808) 674-7171 | ceberano.cinema@gmail.com | <https://www.linkedin.com/in/harley-kaualani-ceberano/> | ceberano-cinema.com

EXPERIENCE

Production Coordination

Jun 2026 — Current

Nor'easter Digital

- Coordinates internal and external meetings, documents client requests, and facilitates client-team communication
- Supports resource management, content deployment, and quality assurance to keep projects on schedule

Production Manager

May 2026 — Current

Andrew Sonntag Summer Opportunity - Co-op

- Coordinates production schedules, meetings, and project timelines for multiple stop motion film projects
- Manages calendar organization, workflow tracking, and production logistics for faculty-led productions

Set Shop Manager

Aug 2025 — May 2026

Rochester Institute of Technology, School of Film and Animation

- Managed organization, maintenance, and daily operations of the production set shop
- Maintained safe and efficient shop practices while assisting with fabrication and build workflows

EDUCATION

Bachelors of Science

Aug 2022 — May 2026

Rochester Institute of Technology

Rochester, NY

B.S. focused on the business of film, animation, and media production through RIT's School of Individualized Study (SOIS). Emphasized production management, entrepreneurship, and creative industry operations.

PROJECTS

Congratulations!! - Associate Producer

Jul 2025 — Current

- Provided logistical support throughout production operations.
- Assisted with transportation and equipment movement using personal vehicle resources.
- Supported the production team with on-demand operational and coordination needs.

The Intervention - Producer | Art Director

Jan 2025 — Apr 2026

- Developed and monitored production budgets, ensuring costs remained within financial constraints.
- Coordinated production schedules, timelines, and crew logistics to maintain efficient workflows.
- Organized catering and meal services for cast and crew throughout production.
- Served as the primary liaison for actors, coordinating schedules, communications, and on-set needs.

CERTIFICATIONS

Google Project Management [June 2026], Social and Behavioral Responsible Conduct of Research (CITI Program), Lifeguarding with CPR/AED for Professional Rescuers and First Aid (American Red Cross)

SOFTWARE

Google Suite (Google Slides, Sheets, etc.), Microsoft Office (Excel, PowerPoint, etc.), Adobe Suite (Premiere Pro, Photoshop, etc.)

SKILLS

Production Coordination, Workflow Management, Scheduling & Logistics, Project Management, Client Relations, Team Leadership, Contract Fundamentals, Problem Solving, Time Management, Organizational Management, Conflict Resolution

LANGUAGES

Japanese - Intermediate, English - Fluent