



Kyvon Edwin

DIRECTOR | PRODUCER

Employment History

Director | Producer, Roots Productions

JANUARY 2022 – PRESENT

- Founded production company with a focus on Afro-Caribbean stories
- Manage budgets, negotiate contracts, and oversee all operations
- Conceptualize films, music videos and other creative content
- Debut film premiered at Chelsea Film Festival and Bushwick Film Festival

Freelance TV/Film Production

FEBRUARY 2019 – PRESENT

- Executive Producer and Director for *Lettre La* (2022)
- Assistant Director for *Cherry Bomb* (2021)
- Assistant Director for *Till Morning* (2021)
- Co-producer and co-writer for *Crush* (2020)
- Production Assistant for *Dark Strums* (2019)
- Director and Producer for *Telescope* (2019)

Administrative Assistant, Lee Strasberg Theatre and Film Institute

JANUARY 2017 – MARCH 2020

- Welcomed personnel, visitors and guests into the building
- Coordinate, schedule and track event space bookings on campus
- Manage video archive and rentals
- Assist multiple departments with clerical work, deliveries, and ad-hoc requests
- Performed a variety of administrative duties, including answering phones, taking messages, writing memos, making copies, and faxing documents

Awards

Lettre La- Sundance Collective Kitchen (2022)

Koupe Douvan- Sundance Collective Kitchen (2021)

Crush- Festival de Cannes- Court Metrage (2019)

Crush- Best Film , Best Cinematography- Strasberg Film Festival (2019)

Education

Lee Strasberg Theatre and Film Institute, New York

2019

Two Year Conservatory

Monroe College, Saint Lucia

2017

Bachelor of Business Administration, Minor in Marketing

Sir Arthur Lewis Community College, Saint Lucia

2016

Caribbean Advanced Proficiency Examinations

Economics | Digital Media | Literature

Details

77-44 79th Place, Ridgewood
New York, 11385

United States

9292899856

info@kyvonedwin.com

Skills

Adobe Premiere Pro

Adobe Photoshop

Adobe InDesign

Canva

Celtx

Dropbox

G-Suite

Microsoft Office

Final Draft

Film Production

Directing

Budget Creation and
Management

Scheduling

Editing

Customer Service

Links

www.KyvonEdwin.com