



Sonia Wanzilu Maingi

Preferred name - Wanzilu (*one-z-lo*)

Pronouns - She/ Her / Hers

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ADDRESS: 3 Landward Way, Savannah,
GA 31410

Education

- **BACHELOR OF ARTS MAJOR IN COMMUNICATIONS - DAYSTAR UNIVERSITY, KENYA, 2001 - 2005**
- **DIPLOMA IN THE PRICIPLES AND TECHNIQUES OF TV AND FILM PRODUCTION - MOHAMED AMIN FOUNDATION, KENYA, 2006 - 2007**
- **DIPLOMA IN FRENCH LANGUAGE AND CIVILISATION - SORBONNE IV PARIS, FRANCE 2008 - 2010**
- **COURSE CREDIT - CREATIVE BUSINESS DESIGN - SAVANNAH COLLEGE OF ART & DESIGN (SCAD) - 2023**

Expertise

- Project management
- Office and business administration
- Client service
- Corporate communications
- Budgeting and scheduling
- Logistics planning and management
- Inventory and data management
- Crew sourcing and hiring
- Interpersonal skills and team leadership
- Organizational skills and time management.

Friendly, dependable, and meticulous project manager with over 10 years of experience working in Africa with both local and international teams. Technologically savvy and an adaptable problem solver, with proven experience in the successful completion of various projects, on schedule and within budget.

Work Experience

STRONGMINDS US

Administrative Assistant | US, Remote | May 2022 - Feb 2023

- Provide administrative support to ensure efficient office operations.
- Handle incoming calls, emails, and correspondence, redirecting or responding as appropriate.
- Scheduled local and international Zoom meetings, workshops, and team-building events.
- Managed travel arrangements and conference logistics.
- Donor data entry using Bloomerang.
- Prepared monthly reports and reconciled monthly expenses with the finance manager.
- Prepare and edit documents, reports, and presentations.

NETFLIX - UNESCO - DALBERG GLOBAL DEVELOPMENT CONSULTANTS

Story Evaluator | US, Remote | Dec 2021 - Feb 2022

- Served as an evaluator chosen by Netflix for the Independent Evaluation Committee of the Netflix-UNESCO African Folktales Reimagined Short Film Competition in Sub-Saharan Africa.
- Contributed to the discovery and support of emerging, talented local filmmakers from Sub-Saharan Africa.
- Participated in the evaluation process to select finalists for the competition.
- Provided expertise in assessing script quality, storytelling, and cultural authenticity.
- Played a key role in promoting authentic African storytelling on a global platform.
- Contributed to the successful launch of completed films on Netflix as an Anthology of African Folk Tales in the fourth quarter of 2022.

APES IN SPACE ANIMATION STUDIOS, KENYA

Producer | Kenya | 2019 - 2020

- Managed day-to-day operations at a small animation studio, undertaking multiple roles.
- Developed and maintained an effective filing and record-keeping system for seamless office functioning.
- Collaborated with the director to manage the animation production schedule, ensuring timely and high-quality output.
- Worked closely with the accountant to disburse funds and manage payroll according to the allocated budget.
- Generated content ideas and pitched them to various organizations for funding, fostering financial support for projects.
- Organized and coordinated various activities involving multiple artists, ensuring smooth collaboration.
- Provided bi-weekly work-in-progress reports to clients, facilitating open communication and feedback.

<http://www.apesinspace.net/portfolio.html>

Technical Skills

- Research and development
- Scripting and Proposal writing
- Microsoft Office suite
- iWork Office suite
- Database management
- Calendar management
- Intuit Quickbooks
- Video and Audio editing applications
- Media sharing platforms

Languages

- English - Fluent
- Swahili - Fluent
- French - Conversational

Awards

- Annecy 2021 Official Young Audiences Selection - *The Wonderful Story of Aisha, Ali & Flipflop the Multicoloured Dhow Boat*.
- Winner of Best International Short Los Angeles Animation Festival 2020 - *The Legend of Lwanda Magere*
- Winner of Best Documentary Kalasha Film Festival 2012 - *Tumanka Goes to School*

Interests

- Storytelling, reading and watching movies with my children.
- Traveling
- Dancing and music
- Films and theatrical plays
- Fashion and culture
- Human behavior and psychology

IBM SMART WATER FILM - HOGARTH AGENCY, SINGAPORE

Local Producer | Kenya | 2019

- Collaborated with the agency producer to plan and execute a film project in Northern Kenya; conducting location scouting, casting, and sourcing local crew and equipment.
- Managed and reviewed logistics, budgets and contractual documents to ensure efficient project operations.
- Liaised with local agencies and communities to foster collaboration and support.
- Operated a mobile office overseeing project administration, scheduling, and coordination.
- Managed teams comprising up to 20 film professionals and community members.
- Conducted regular online meetings with the Singapore team to provide updates on preparations.

<https://www.youtube.com/watch?v=je9uiFzt88k>

ON SCREEN PRODUCTIONS (ON SCREEN AFRICA)

Co-founder and Content Producer / Director | Kenya | 2009 - 2019

- Co-owned and managed this creative business for 10 years with two other female founding directors.
- Produced and directed commissioned documentaries, TV shows, and commercials.
- Provided full production support for international film crews filming in Africa.
- Immersed in fundamental departments crucial for business operations.
- Prioritized organizational and administration skills in office management, financial systems, and human resource duties.
- Focused on ensuring productivity and efficiency for both personal and team success
- Produced and directed news documentaries for CCTV International.
- Created corporate documentaries for telecoms and non-profit organizations.
- Developed a 36-episode children's edutainment series.
- Collaborated with various advertising agencies to produce their clients' brand films.
- Served as one of the Kenyan producers for the Vogue spread on Lupita Nyong'o.
- As the local Kenyan producer on the Adidas x Pharell Williams Solar Hu campaign photo shoot, I was responsible for the locations scouting, casting of athletes, and liaising with Government agencies for licensing and permits.
- Adapted roles based on project requirements: director, producer, production manager, production assistant, and team player.
- Maintained discretion, followed proper communication channels, and organized production details according to brief and client needs.
- Established and managed an in-house internship program for local university graduates.
- Provided hands-on training to young talents initiating their careers in film and TV productions.
- Actively involved in mentoring and guiding interns through practical experiences.
- Focused on fostering professional development and industry readiness.

<https://vimeo.com/wanzilumaingi>

References

RASA DAWSON - Chief Development and Communications Officer, StrongMinds US

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NG'ENDO MUKII - Professor of the Practice, Tufts University, School of the Museum of Fine Arts, Boston, USA.

ngendo@ngendo.com

ALEXIS LEFORT - Lead Producer, Hogarth Worldwide, Singapore

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SABINE GRIESBACH - Producer, ARD German TV Nairobi

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