

# Priyanka Cid

Los Angeles, CA  
cidpriyanka@gmail.com  
(631) 374-3003

## Experience

---

### **PLBY Group, Inc.**

#### **Scheduling Manager**

*Sept 2019 - Present*

Manage television and on-demand programming for PBTv. Developed SOP's for scheduling processes and workflow. Schedule video assets on Broadview scheduling software. Frequent use of excel to create reports to send to cable companies.

### **Iteris**

#### **Proposal Coordinator**

*Feb 2019 – Aug 2019*

Coordinated on-call, stand-alone, and task order proposal responses for traffic engineering, transportation planning, and smart community's projects. Developed strategic proposal outlines and content plans. Produced tailored resumes and project write-ups specific to RFP/RFQ requirements. Coordinated with in-house staff and subconsultants for technical materials. Experience with RFPs/RFQs issued by State DOTs, MPOs, counties, and municipalities.

### **Esri**

#### **Video Production Coordinator**

*Oct 2018 – Jan 2019*

Managed and tracked the video production pipeline with many active projects at once. Working closely with producers to develop and maintain production schedules, call sheets, and project requirements across all in-house and outsourced digital media projects. Duties included ensuring operations are running efficiently, follow established project parameters, stay on schedule, and meet budget needs. Coordinated and organized production crew staffing, equipment, vendors, travel and crew accommodations, and equipment purchases and rentals across multiple simultaneous video projects. Developed and enforce best practices in media management systems and processes. Developed and maintained digital asset library including media logging, archival, and storage. Coordination with internal operations, marketing, and social media teams to help execute online video strategy. Participated in GIS and Women's Group workshops offered to all employees.

### **Strategic Creations**

#### **Proposal Coordinator & Technical Writer**

*Jan 2018 - Sept 2018*

Coordinated and developed RFP responses for a third-party writing firm. Schedule, coordinate, and monitor the process required to respond to proposals including technical writing, editing, and document formatting. Independently draft new content, write-ups, and resumes incorporating win themes and strategies into client-specific narratives. Maintained organized and accurate client databases. Desktop publishing.

## EEC Environmental

### Staff Scientist

Nov 2014 – Jun 2016

Worked with project managers and senior staff to complete environmental monitoring reports by compiling, evaluating, and analyzing subsurface investigation data. Conducted field work, performed site investigations, and interpreted data to define extent of contamination and/or ensure compliance. Conducted operations and maintenance on a variety of soil vapor extraction systems to ensure optimization and compliance with permit regulations. Utilized field instruments for sample extraction including soil, soil gas, groundwater working closely with Eurofins Calscience lab. Reviewed and analyzed data to draft tables for quarterly, annual, and special technical reports.

## Skills

---

Highly organized. Creative problem solver. Multi-tasker. Technical writing. Advanced in MS Office including Word, Excel, Outlook, and PowerPoint. Google Drive including Docs, Spreadsheets, Slides, and emails. Beginner in Adobe Acrobat, Adobe Illustrator. Marketing, Visual Design, Environmental communication and messaging. GIS. Bi-lingual: Spanish.

## Education

---

### California Polytechnic University, Pomona | *expected graduation May 2024*

Master of Science, Regenerative Studies | *concentration on waste management*

### California State University, Fullerton | 2014

Bachelor of Arts, Earth Science | *concentration Environmental Sustainability*  
Minor in Geography

Coursework: *Global Environmental Change, Environmental Geology and Planning, Environmental Ethics*

Programs:

- 2011 – 2014. Vice Chair of Committee on Environmental Sustainability involved in student outreach and education
- Winter 2013. Environmental Science Research Thailand (ESRT)– Conducted geothermal energy research in village near Chiang Mai. Extracted groundwater samples from local hot spring to test for geothermal viability.
- Summer 2013. Brazil Study Abroad focused on Ecotourism and Cultural Geography
- Summer 2014. Waste Management Coordinator for CSUF Facilities and Operations

## Volunteer

---

### South Coast Geological Society

Publications Manager

2015-2016

### Regenerative Studies Representative

Currently – Fall 2023 Semester

### Sustainability Decathlon Orange County