

SOCIAL MEDIA PRODUCER

Objective

Expand my career in television, broadcasting, and/or the film industry.

Professional Experience

Social Media Producer Nov 2016 to Current

Company Name 1/4 City , State

- Produce content for Instagram and Facebook
- Set clear content objectives
- Videographer and Photographer
- Film, edit and upload to Social Media Sites.

Photographer, Videographer, Editor Feb 2016 to Current

Company Name 1/4 City , State

- Shoots still photography for individual hire for weddings, fitness shoots, headshots, family portraits, real estate, etc.
- Camera Operator for weddings, short films, short documentaries, YouTube, vlogs etc.
- Edit shoots, both photography and video using adobe or avid producing quality work for individual use.

Club Coordinator May 2007 to Nov 2016

Company Name 1/4 City , State

- Billing, member updates, data entry, reports, Excel sheets, Microsoft Outlook, payroll, Aphonix, Money Movers, Paychex, Quick Books.
- Collect bank account information, credit card information, as well as cash for memberships and re-occurring payments.
- Multitask regularly answering phone calls while working with members and staff.
- Greet customers with a smile and implement a friendly company culture.
- Supervise, direct and encourage other team members to stay on top of task.

Education

Bachelor of Arts , Television, Film and Media Studies June 2016 California State University of Los Angeles 1/4 City , State

Associates of Arts Degree 2009 Riverside Community College 1/4 City , State

Certifications

Avid Media Composer Certified

Skills

Extremely productive in a high volume, high stress, environments

Proficient in the use of PC and Mac desktops (Own a 2015 MacBook Pro)

Skilled in both Windows and IOS

Adobe- Premiere, After Effects, Photoshop

Avid Media Composer- Avid Media Composer User Certified

Can easily navigate, upload and post to Social Media Sites

Self-starter with a can do attitude possessing excellent time management skills

Efficient using DSLR's (Can operate other cameras as well)

Excellent written and verbal communication skills with an eye for detail Efficient troubleshooter

Productive problem solver

Can type 72 wpm

Competent in the use of Microsoft Word, PowerPoint, Excel, and Outlook.