

CO-CEO, THE "JILL-OF-ALL-TRADES"

Willing to relocate closer to the company.

Summary

Hands-on Producer effective at bringing projects from a concept to a reality. Expert in personnel and project management with a passion for overseeing an entire production of a great idea morphing it into a great, inspiring and entertaining film, short, or music video.

Summary of Skills

Freelance media production crew member with both on-set and office experience. Extensive experience DSLR's & lighting equipment.

Talented at creating, producing, supervising and budgeting a diverse range of network and independent productions. Detail-orientated and committed to creating high-quality finished products.

Skilled editor with a background in Final Cut Pro 7/X and Adobe Software. Experienced in development, production and post-production with a strong sense of grasping visual aesthetics.

Excels at relationship-building organization and making sound judgment under pressure and within tight deadlines.

Production Experience

09/2013 to Current

Co-CEO, The "Jill-of-all-Trades" Company Name - City , State

- Create budget forms, call sheets, production schedules, find/hire human and material resources, the liaison between production team and client, conduct research for project, department and company, rent/buy production gear and equipment to ensure high-quality shoots.
- Produce, Edit, Direct, Write and Film digital media content for website, includes Movies, Music Videos, Short-Films, etc.
- Updates Social Media pages such as YouTube, Facebook, Instagram, and Twitter.
- Take online courses to better the company such as "Branding & Growing A Following through Social Media".
- Create unique and inspirational concept videos to brand to target audience (13-35years old).
- Create and manage the D.R.E.A.M website: www.dreamprods.com
- Make unique and colorful graphics for website and social media outlets via Photoshop or Illustrator
- Organize and produce events, films, shoots, workshops and art showcases, such as D.R.E.A.M theWORKSHOOT Series
- Brand D.R.E.A.M's message and purpose as a company
- Create a business plan, finding investors, clients, and corporate client
- The liaison to anyone and any company who wants to connect with D.R.E.A.M.
- Train incoming interns and employees

08/2015 to 08/2015

AC & Crew Member Company Name - City , State

- Collaborated with team leadership and other key stakeholders on key editing and production decisions.
- Operator Canon EOS Camera to capture Music Video.
- Give artistic and visual perspective to capture cinematic purpose and storytelling.
- Location scouting and storyboarding.
- Drafted film budgets and monitored expenditures.
- Set up equipment for production day; lights, camera, music, etc.

08/2014 to 08/2014

Production Crew Member (Contract-Hire) Company Name - City , State

- Answering and directing phone calls.
- Picking up and dropping off equipment, payroll documentation, lunch, etc.
- Maintaining office, craft service, office supplies, assisting the wardrobe crew, the A.D, and Producer.
- Distributing NDA's and ensuring signature of production crew members.
- Assistant with the breakdown of the set.
- Apart of clean up crew.

09/2013 to 08/2014

Multimedia Intern Company Name - City , State

- Film, direct and edit events on campus; Commencements, Conferences, Open House, Convocations, etc.

- Assist, direct, edit or produce student projects/films/shorts.
- Scriptwriter and Script Reviser for student films, personal films and off-campus productions Develop pre-productions; storyboards, budget forms, casting calls, and production meetings.
- The active 1st Production Assistant; organize schedule, delegate work to crewmembers, etc.
- Assist the MSU Spokesman Newspaper with Media Journalist needs.
- Manage rental equipment from the DMC.
- Create digital media for multiple departments on campus.
- Assist with live taping with MSU's Bear TV.

08/2013 to 02/2014

Intern Company Name - City , State

- Location scouting for MFIC's Interviews.
- Transcribe Interviews for MFIC.
- Assistant Editor on "Real Marylanders Reel Jobs".
- Gather information on Maryland current film market.
- Arrange and consolidate workloads to meet deadlines; stress the importance of teamwork.

01/2014 to 01/2014

Production Assistant (Temp-Hire) Company Name - City , State

- Handled performance contracts, talent release forms, minor release forms and confidential audition results.
- Registered potential contestant(s) along with family and friends.
- File production contracts in Production Office.
- Load and unload production equipment.
- Direct traffic and answer questions for 2,000+ contestants.
- Helped head producers maintain, direct and organize contestants into in audition room.

01/2013 to 09/2013

Production Intern Company Name - City , State

- Support the development and production of SpiceRack Productions Inc.
- Help create and design website.
- Conduct script breakdown and contribute to script/treatment changes.
- Research topics for proposals; help organize show, funding and equipment for producers and talent.
- Manage and direct SpiceRack's social media network such as Twitter, Facebook, Tumblr, Instagram, etc.
- Accompany staff and crew on remote shoots when possible.
- Assist producers as assigned.

Education

2014

Bachelor of Fine Arts : Film/TV Production & ScreenWriting Morgan State University - City , State , USA GPA: GPA: 3.7

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Magna Cum Laude Honors Graduate

2008

High School Diploma Colony High School - City , State

Languages

Beginner in Spanish and Chinese (Mandarin).

Skills

-Mac and PC User.

-Experienced with Canon EOS and other DSLR camera operating systems

-Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook and Publisher), Adobe (Photoshop, Premiere, Illustrator, and Lightroom) and expert in Final Cut Pro X.

-Expert in Social Media Outlets: Twitter, Facebook, Vimeo, Instagram, LinkedIn, Pinterest, WordPress, Tumblr, Blogger, Snapchat, Vine, IndieGogo and KickStarted. Marketing Skills, creative strategies, social campaigns, etc.within platforms.