

Courtney M. Collins

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PRODUCTION EXPERIENCE:

“STORAGE WARS” [A&E] – Talent Coordinator
2011

“GLAM SQUAD” [Bunim-Murray Productions] – Talent Coordinator 2011

“CBS IMAGE CAMPAIGN” [CBS] – Talent Production Assistant
2011

“TOTAL BODY WORKOUT” – Talent Coordinator
2011

“POWER OF MUSIC” [Bunim-Murray Productions] – Talent Coordinator
2011

“FOX IMAGE CAMPAIGN” [FOX] – Talent Production Assist/Stand In
2010

“TOTAL BODY WORKOUT” – Production Assistant 2010

POST PRODUCTION EXPERIENCE:

KEEP ME POSTED (Fotokem) – Graphics/Receptionist
2010

- Created subtitles, main titling, & credits using Deko graphics and Photoshop
- Organized workflow and workorders on a daily basis while assisting in billing and maintaining a constant communication with the staff
- Completed various office duties such as; answering multi-line telephone, make copies, interacting with clients, supply ordering, and constant updates to several in-house databases

FLORIDA KNOWLEDGE NETOWRK (PBS)– Editor/Producer
'07-'09

- Produced, filmed, and edited projects including: public service announcements, commercials, training videos, political announcements, and educational updates
- Organized and planned production meetings each week
- Performed sound editing, utilizing Adobe Audition and ProTools
- Wrote scenes, treatments, and script drafts using FinalDraft

THE MIKE MARTIN SHOW (Fox Sports) – Associate Producer
'07-'09

- Produced the Florida State University Baseball show for FOXSports
- Managed sponsors, handled phone calls, organized the schedule of the show, and edited featured packages.

SKILLS:

- Highly organized and a strong ability to multitask and think on my feet with forward thinking
- Natural tendency to take the lead and effectively communicate amongst departments
- Solution oriented, knack for problem solving
- Easily juggles schedules and can effectively communicate amongst departments
- Excellent time management skills and prioritizing
- Superior people skills and proven capacity to maintain strong working relationships

- Final Draft 7, Avid Media Composer, Final Cut Pro, Adobe Photoshop, MacOSX and Windows Operating Systems, Microsoft Word, Powerpoint, and Excel

EDUCATION:

FLORIDA STATE UNIVERSITY – Tallahassee, Florida
Bachelor of Arts, Media Production