

POOJA J. PATEL

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FILM AND TV EXPERIENCE

Atlantic Coast Conference Inter-institutional Academic Collaborative Research Grant – Grant Winner [2011]

- 1 of 3 students awarded a grant to write a feature film screenplay based on the study of classic Disney films and their conventions

Reynolda Film Festival – Feature Film Coordinator [2009] to [2011]

- Led the selection process of feature films, contacted and coordinated with distribution companies, researched films and festivals

Student Government TV – Sound Technician [2010] to [2011]

- Recorded all sound during shooting in the studio, assembled and operated necessary equipment, provided general support

Student Films – Production Assistant [2009] to [2011]

- Collaborated with students to write and edit shorts, prepared for shoots, managed sound and lighting on set, constructed sets

Style X Television Magazine – Intern [2007] to [2008]

- Conducted multiple tasks on location, managed multiple tasks and projects at once, assisted with photo shoots

WRITING EXPERIENCE

SoftRock Media Company – Copywriter [2011]

- Wrote advertisements and job ads for social media company, worked with popular social media sites

Old Gold and Black, Life Section – Writer [2008] to [2011]

- Wrote articles reviewing restaurants, events, movies, novels, CD's, etc. on a weekly basis for University newspaper

The Enrichment Center – Art School for adults with disabilities – Writer [2010]

- Responsible for writing content for The Center's website along with Portfolio pieces of program participants for the website

Special Events – Content Writer [2008] to [2011]

- Handled any publicity and media writing for the annual Breast Cancer Fashion Show, Project Pumpkin, and Family Weekend events

PROFESSIONAL WORK EXPERIENCE

North Hills Elementary School – Tutor [2008] to [2010]

- Tutored First Grade and Third Grade students and served as a Teacher Assistant

Reef Ocean Resort – Pool Manager [2010]

- Enforced pool rules and regulations, greeted and conversed with guests, provided friendly service, and answered guest inquiries

Wake Forest University – Office Assistant [2008] to [2010]

- Organized and created files, created spreadsheets, completed data entry, etc.

INTERNSHIPS

College Lifestyles Magazine – PR/Editorial Intern [2009] to [2010]

- Read and edited numerous articles, wrote articles on pop culture topics, strategized and developed

DISfunkshion Magazine – Writing Intern [2010]

- Wrote movie criticism on a weekly basis

SKILLS

- Proficient in Microsoft Office, Final Draft, Adobe Photoshop • Type Speed = 75wpm • Working knowledge of camera vocabulary

EDUCATION

Wake Forest University – Winston Salem, NC [2008 - 2011]

- Major: Communications – Film and Media Studies (GPA: 3.8)
- Minor: English
- Overall GPA: 3.3

HONORS

- Dean's List • Wake Forest College Scholarship • Lambda Pi Eta, Communication Honors Society

