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DENISE HOWDYSHELL

OBJECTIVE

To obtain a challenging position that will allow me to expand upon my education and continue to accumulate knowledge.

HIGHLIGHTS OF QUALIFICATIONS

- Over 7 years of television production experience.
- Producer and Marketing manager of MPP web series.
- Resourceful and detail oriented; skilled problem-solver and multi-tasker
- Bilingual English/Spanish with the ability to translate.

PROFESSIONAL EXPERIENCE

2009-2010 **Invacare-HCS** **Akron, OH 44310**

Sleep Success Advocate-Sales Associate

- Contact sleep apnea patients to ensure proper usage of CPAP equipment.
- Sell patients new CPAP supplies
- Assist patients with questions and issues.
- Forward supply orders to clients.
- Spanish translator.

2005-2009 **CBS/UPN - WOIO/WUAB** **Cleveland, OH 44114**

Studio Crew /Writer

- Run robotic cameras/floor direct early and late news broadcasts.
- Run audio board for news broadcasts.
- Occasionally compose news stories.
- Assistant producer for the WUAB community show - 43 Forum.
- Spanish translator.

2003-2004 **Twin Sisters Production** **Akron, OH 44221**

Account Receivables/Payables

- Processed Company bills/deposits into computerized system.
- Arranged credit reports for potential clients.
- Organized customer statements and collection letters.
- Managed outgoing/incoming collection calls.
- Assisted clients with accounting dilemmas
- Translated several documents from English to Spanish.

2001-2003 **CBS - KSWT TV** **Yuma, AZ 85364**

Commercial Producer/ Director, Camera Operator, Editor

- Edited, produced, and directed; English/Spanish-commercials, and corporate presentations.
- Previous clients include; Local Chevrolet, Kia, and Mitsubishi dealers, Local hair salons, restaurants, clothing, and herb shops.
- Managed graphics, story ideas, and story design.
- Created high impact logos and art work for station and commercial use.
- Handled video/audio release to television/radio stations.

- Interviewed prospect talent.
- Occasional involvement with stations local news and promotion.

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2000-2000 **Classic Accounting** **Yuma, AZ 85364**
Seasonal-Receptionist

- Answered multiple phone lines.
- Used my English/Spanish skills to assist clients
- Light bookkeeping.
- Processed cash and credit card payments.
- Arranged and filed forms for the company, IRS, and client.
- Coordinated computerized appointment calendars.
- Managed mail and client traffic.

PRIOR EQUIPMENT EXPERIENCE

Final Cut Pro, Avid, Movie Magic Budgeting/Scheduling, Google SketchUp, Soundtrack Pro, MSOffice/Excel, Outlook, PowerPoint, Photoshop, Aftereffects, and a variety of camera, sound, and lighting equipment.

General Office equipment knowledge

EDUCATION

Yuma High School
Arizona Western College
Los Angeles Film School

Yuma, AZ
Yuma, AZ
Los Angeles, CA

REFERENCES

- Nicholas Tana
Writer/Director/Producer- Smart Media L.L.C. (PH: 323-301-6145) (E-mail: ntana@yahoo.com)

