

Andrea C. Edgley

Office PA

515 East 14th Street, Apt 8E
New York, NY 10009
281-799-6473
andrea_edgley@yahoo.com

SKILLS

Windows, Microsoft Word, Excel, PowerPoint, Apple OSX, Adobe Acrobat Pro, phone calls, research, scheduling, can make strong coffee, organized, quick to understand printers & copiers, multitask, take good & concise notes, office management

SHOWS

DOCTOR WHAT

Master's Thesis Project for Florida State University
Script Supervisor, Office & Set PA, & 1st AD

ST. LUKE'S UNITED METHODIST CHURCH TV SERMONS

Weekly live recordings of the church sermon that was then edited & sent to the local television station for release the following week.

Office & Set PA, Sound, Camera, Graphics, Director, 1st AD, & Editor

OTHER EXPERIENCE

Media Assistant, St. Luke's UMC, 2006-2009

Houston, TX

Assisted with media set-ups, film projects, theater productions, & television broadcasts; directed volunteer production teams; maintained office organization & daily business; oversaw technical support for events

Mission Intern, Christian Leadership Center - Centenary College of Louisiana, January-May 2009

Shreveport, LA

Typed, organized, filed paperwork & made phone calls; met with mentors to discuss current & future status of the center's available internships; helped organize & run a fundraising event; assisted office visitors

EDUCATION

New York Film Academy

Feb. 2013

Certificate in Digital Editing, March 2013

New York, NY

Focus: Final Cut Pro 7

Centenary College of Louisiana

2005-2010

Bachelor of Arts in Communications, May 2010

Shreveport, LA

GPA: 3.13 Dean's List: Fall 2008

TRAINING

Quixote PA Bootcamp

2012

Learned responsibilities of Set PA & Office PA; trained with walkie-talkies; covered sides, call sheets, day out of days, shooting schedules, & other production sheets

REFERENCES

Available upon request