11475 Cumpston St. North Hollywood, CA 91601

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Cell (408)425-1255

PROFESSIONAL OBJECTIVE

To hold an assistant position where I can learn about television production and find my where my skills will be best utilized.

PROFESSIONAL EXPERIENCE

- Abso Lutely Productions- Production Assistant Intern, Tim and Eric's Bedtime Stories
 - Went on runs to pick up equipment
 - Performed lock downs while rolling
 - Organized craft services
 - o Set up and break down of lunch
- SJSU Update news- Reporter, editor, script writer, producer
 - o I shot all my own footage and edited it using Final Cut pro 7
 - Finished a news package and Vo/Sot each week
 - Wrote scripts for my news packages and Vo/Sot
 - o Produced my own news show
- ◆ CreaTV San Jose- Video production intern: Summer 2011
 - Log and transferred VHS footage
 - Shot and edited Rotary club meetings
 - o Operated studio camera
 - Set design

WORK STRENGTHS AND SKILLS

- Feature length film script writing experience
- General knowledge of Adobe software (photoshop, indesign, dreamweaver)
- Sound mixing using Pro Tools
- Proficient in Word Press, Microsoft Office (Word, Excel, PowerPoint)
- Mac and PC savvy
- Experience in lighting and sound board work
- Knowledge of social media sites (Facebook, Twitter, Youtube, Instagram)
- Excellent communication and teamwork skills
- Experience in working a register
- Good time management

EDUCATION

Bachelor of Science in Journalism, Graduated May 2012 With a Minor in TV/Radio/Film

San Jose State University, San Jose, CA

ORGANIZATIONS