

Amy Matthew

11759 NW, 28th CT, Coral Springs, FL, 33065
amcm58@gmail.com ~ 305.613.3279

Qualifications and Capabilities

- Experience with writing spec scripts
- Computer/Editing experience with Final Cut, Microsoft Office, and Internet applications
- Writing skills with Final Draft and Celtx Pro
- Knowledge in directing, using video equipment, camera techniques, etc.
- Undergraduate experience with pre and post production of film

Education

University of Miami | Coral Gables, FL

Bachelor of Science in Communication, Motion Pictures

2009-2013

graduated May 2013

- Double major in English Literature, 3.1 GPA

Related Work Experience

LD Entertainment. | Los Angeles, CA

June 2013-August 2013

Intern

- Script coverage for projects in development
- General administrative duties

Daily News Ltd. | Port of Spain, Trinidad and Tobago

August 2010-August 2012

Part-time Guest Columnist

- Contributed movie reviews of the most up-to-date releases
- Designated individual schedule to meet weekly deadline while abroad
- Reported one on one to editor in charge

Daily News Ltd. | Port of Spain, Trinidad and Tobago

June 2011-August 2011

Intern Newspaper Reporter

- Reported on stories under the Features department, working with human interest subjects
- Coordinated interviews and developed short hand skills
- Implemented inter-personal skills working under experienced reporters and editors and interview subjects

Daily News Ltd. | Port of Spain, Trinidad and Tobago

June 2010-August 2010

Library Assistant

- Trained under strict conditions to file photographs and articles sufficiently and accurately
- Researched and verified information regarding photographs and articles
- Organized and documented archival information using computer applications

College and Community Activities and Leadership

Active Member, Cinematic Arts Commission

March 2011-April 2012

- Contributed to the voting process and selection of films brought to campus as a service to the student body