LESLEY S. STEELE







FILM + VIDEO WORK

DIRECTOR, PRODUCER, WRITER

"Destiny Jones" (15 Min., 2014)
Screened at the SVA Theatre

PRODUCTION ASSISTANT

February 2014 - Present
"The Boy Under the Piano"
"Who Killed Tom?"

FILM OFFICE ASSISTANT

January 2012- April 2012
The New School Film Office

DESIGN + DIGITAL WORK

HOME BOX OFFICE (HBO)

April 2014 - August 2014

SCHOOL OF ART, MEDIA AND TECHNOLOGY

November 2012 - May 2013

OBAMA FOR AMERICA CAMPAIGN

August 2012 - November 2012

THE METROPOLITAN MUSEUM OF THE ARTS

January 2012 - June 2012

STUDENT HOUSING AT THE NEW SCHOOL

August 2011 - May 2013

BUCK'S ROCK PERFORMING AND CREATIVE ARTS CAMP

August 2010 - May 2013

THE NEW SCHOOL OF SOCIAL RESEARCH

November 2009 - May 2013

EDUCATION

MASTERS
Filmmaking
SCHOOL OF VISUAL ARTS

BACHELORS OF FINE ARTS
Design Technology

PARSONS THE NEW SCHOOL FOR DESIGN

LANGUAGES

ENGLISH Native

ARABIC Beginners

AMERICAN SIGN LANGUAGE Beginners

I managed and developed the creative and non-creative components of the production, from working with cast and crew as the director as well as managing budgets, contracts, SAG documents, hiring, equipment and other production assets of the film. I supervised the post-production workflow, assisting the editing,

Served as a communication liaison on and off set as requested by the assistant/director and producers. Distributed scripts, supplied and maintained craft services, prevented unauthorized elements on the set, or any interference with shooting. Ensured producers had necessary materials prior to editing/audio sessions or shoots, digested and managed raw footage and audio.

color-correction, sound mixing, promotional and marketing assets.

I specialized in distributing reserved film and digital cameras + equipment to students and faculty at the New School. Other duties included managing the maintenance of bolex 16mm film cameras, facilitating student film tests, setting up equipment, projectors and administrative film office duties.

DIGITAL DESIGNER

I designed and built web content including interactive video emails and online invitations. I worked with key art to produce web-ready digital content, including social media graphics, evites and promotional materials.

DESIGN ASSISTANT

I prepared and optimized images for the web along with producing and managing articles and graphics via Wordpress. I utilized various multimedia tools to create video slideshows and interactive presentations.

DESIGN FELLOW

I worked closely with the Director of Creative Projects on unique campaign initiatives and nation-wide strategy, creating competitive, quality, graphic designs for the Obama Campaign.

DIGITAL MEDIA INTERN

I conducted observational research and studies within the Islamic Galleries. My research involved documenting and visually mapping interactions between visitors and the digital touch-screen kiosks within the galleries. I developed a conclusive research presentation of my key findings for furthur museum studies.

RESIDENT ADVISOR

Working with a team of resident advisors and faculty I provided resources and support to residents. I built and promoted a safe and creative community for residents. I organized multiple diverse programs throughout the year, enforced health and safety regulations and completed daily office work, logistics, administrative tasks and annual reports.

LAYOUT DESIGNER

I worked with a team of designers to create printed material for the camp's literary magazine, newspaper, post cards, program designs, zines and the annual yearbook. I prepared and managed print-ready files for offset printing.

EDITORIAL ASSISTANT

I copy-edited and proofed articles daily for Social Research an International Quarterly. I managed subscription orders and the journal's digital archive and e-commerce site. I also assisted in the annual conference meetings and events.

AWARDS

SAN FRANCISCO BLACK FILM FESTIVAL 2013 Official Selection

NY INDEPENDENT FILM FESTIVAL 2013 Mark of Distinction Award

TIMECODE: NOLA INDIE FILM FESTIVAL 2013 Official Selection

ADOBE DESIGN ACHIEVEMENT AWARD 2013 Semi-finalist

WHY HIRE ME?

I AM FRIENDLY AND EASY TO WORK WITH.

I WELCOME CONSTRUCTIVE FEEDBACK.

I AM A WORKAHOLIC + WILL GET THE JOB DONE.

I AM A FAST AND EAGER LEARNER.

I WORK WELL ON A TEAM.

I MAINTAIN OPEN COMMUNICATION.

SKILLS

CDADILIC DECICAL

GRAPHIC DESIGN	VIDEO + FILM
WEB DESIGN	ANIMATION
PHOTOGRAPHY	EDITORIAL
ADOBE PHOTOSHOP	
ADOBE ILLUSTRATOR	••••••
ADOBE INDESIGN	•••••
ADOBE DREAMWEAVER	••••••
ADOBE AFTER EFFECTS	
HTML & CSS	••••••
JAVASCRIPT & JQUERY	••••••
TEAMSITE + CMS	••••••
FINAL CUT PRO 7 + X	••••••



















