

(818) 720-7330

Sean Kirby

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EDUCATION

California State University, Fullerton

May 2019

*Bachelor of Arts, Communications, Cinema and Television Arts
Minor in Business Administration*

EXPERIENCE

Village Television

Production Coordinator

Laguna Woods, CA

February 2019 – May 2019

- Directed and Produced a variety of content including live news broadcasts, talk shows, and a lecture series
- Managed graphics and operated audio equipment for morning news segments
- Used Adobe Premiere Pro and Final Cut to edit a variety of content
- Communicated with clients to set production dates and deadlines to ensure customer satisfaction

Village Television

Production Intern

Laguna Village, CA

September 2018 – January 2019

- Provided support to directors and producers during production
 - Operated cameras and managed the floor during live news broadcasts
 - Captured B-Roll during productions outside of the studio
 - Utilized TASCAM equipment to record audio for on-location shoots
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ADDITIONAL EXPERIENCE

California State University Fullerton

Residence Advisor of Cinema and Television Arts

Fullerton, CA

August 2017 - May 2018

- Managed a Residence Hall of 55 college students
- Coordinated effective events for students that fostered community and provided co-curricular education
- Hosted events drawing in crowds of over 400 college students
- Designed marketing material and social media campaigns to increase interest in community events

California State University Fullerton

Vice President of the Resident Student Association

Fullerton, CA

August 2016 - May 2017

- Represented the opinions of 2,000 residents during regional conferences, in order to provide a more lively, and safe community
- Presented organization updates to our parent organization so that campus residents could have their opinions voiced, and acted upon
- Provided housing-wide programming, connecting residents within the community in order to better their living experience
- Aided other executive board members in completing tasks including organizing travel to conferences, and maintaining an accurate and up-to-date budget

ALK Engineering

Office Clerk

Agoura Hills, CA

January 2010 - August 2018

- Prepared documents for overnight courier services
 - Answered client phone-calls and communicated job-specific information
 - Inventoried and stocked supplies as needed
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SKILLS

Interests: Writing, Aptitude for Music, World Culture, Hospitality

Technical Skills: Microsoft Office, Adobe Creative Suite, Final Cut, Google Suite