

EXPERIENCE

Assistant Editor - RED Camera Feature Rogue River Productions

"Rogue River" 2010

Editorial P.A. – 35mm Feature Gold Circle Films

"The Fourth Kind" 2009

Vault Clerk Technicolor Culver City

Post P.A. – Multi-camera Television Show Ruby Red Productions

"The Funny Spot" 2008

Set P.A. – Multi-camera Television Show Ruby Red Productions

"The Funny Spot" 2007

Blackjack Dealer Flamingo/O'Sheas Las Vegas

TECHNICAL SKILLS

• Proficient in the latest version of Final Cut Pro and Avid.

- Worked with RED, XDCam, HDCam SR, DigiBeta, Betacam SP, DV, Dat, and other formats.
- Extensive use of Adobe Photoshop and After Effects, Sony Vegas, Sound Forge, both Mac and Windows operating systems, File Maker Pro, Microsoft Office and some experience cutting tape to tape.
- Digitizing, transcoding, DVD creation, rendering for turnovers, prep for online, temp music and sfx editing
- Vault storage and organization

OFFICE SKILLS

- Managing the Editorial Office
 - o Skilled with handling petty cash, stocking supplies, receipts, etc.
 - o Organizing and maintaining continuity board and editorial paperwork.
 - Very organized
- Being point of contact for Director's office and Editorial Office.
 - Handling confidential information
 - o Talking to agents, producers, above the line crew
 - o Managing schedules for the Director and Editorial Department
- Fast reliable runner
 - o Easily navigates the metropolitan area
 - o Fast but safe driver
- Shipping and receiving
 - Coordinating with various departments for the preparation and delivery of elements.
 - o Element tracking and finding best method of delivery
- Excellent troubleshooter
- 10 key by touch, experience with multi-line phone systems, internet savvy

EDUCATION

BFA Film/TV Production - Chapman University, Orange, CA - 2002