

Valerie E. Thomas

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Graphics / Visual Arts Specialist

Ten years experience coordinating visual arts projects from concept to completion. A multi-tasker and can work on several projects with little or no instruction.

Professional History

Owner, Scan/Search, L.L.C.

Denver, CO

07/99 – present

- Transfer videos and DVDs to DVD
- Create & edit PowerPoint and Movie Maker presentations
- take digital photos
- proofread/edit scripts and other material
- scan documents and photos

Media Specialist, Dept. of Internal Marketing, Emily Griffith Opportunity School

Denver, CO 12/87 to 12/17/99

- designed and created signs, banners, certificates and business cards to advertise and promote school and staff functions by utilizing software such as Adobe Illustrator, MS Publisher, and Corel Draw
- created and edited instructional videotapes for the clients.
- photographed students, staff, etc. with digital and film cameras
- assisted teachers, students, and staff members to accomplish personal / professional goals
- updated information on the school's web page.
- videotaped mock interviews for teachers and edited videotapes

CEO, Thomas and Cossia Production Company

Denver, CO

1990 – 1996

- CEO with a partner that produced video projects (i.e. pre-production, production & post production)
- edited videotapes using Video Toaster
- dubbed videotapes

OTHER EXPERIENCE:

- worked on shoots, such as weddings and seminars.
- produced a 13- part series for Mile High Cable (as part of project requirements)
- Produced short film, "The Mighty Pen," 2006
- worked on short film "Consider This" (2009) as digital photographer

EDUCATION & TRAINING:

Master of Science, Wildlife Biology, Colorado State University

Bachelor of Arts, Biology, Hunter College

Mile High Cable, Community Producers Certificate

References Available upon Request