

Jessica Claire

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SUMMARY • Self-motivated Digital Media professional offering 4 years of experience in the entertainment industry. Passionate about combining strategy and creativity, driving new opportunities and building professional relationships.

- SKILLS**
- Proficient in all Adobe Creative Cloud programs (Photoshop, Lightroom, Premiere, Dreamweaver, etc.), all Microsoft Office programs, Davinci Resolve, Final Cut Pro, Google Drive.
 - Problem solving
 - Verbal and written communication
 - Production understanding
 - Multi-unit operations management
 - Financial and cash flow analyses
 - Performance reporting
 - Process improvement strategies
 - Workforce training
 - Contract review and recommendations
 - Cost reduction and containment
 - Staff retention
 - Quality assurance controls
 - Website and Social Media management
 - Excellent workflow management
 - Proficient in Final Cut Pro
 - Microsoft Suite proficient
 - Traditional and digital printing
 - Digital video
 - Image archiving
 - Time management
 - Conflict resolution
 - Project management
 - Administrative support
 - Technical support
 - Strategic planning
 - Recordkeeping
 - Inventory management
 - Customer service
 - Data entry
 - Team building
 - Scheduling
 - Staff supervision
 - Cash management
 - Budgeting
 - Content production
 - Google Analytics
 - Keyword research
 - Blogging
 - Content strategy
 - Industry trend understanding
 - Client relationship management

EXPERIENCE • **DIGITAL MEDIA COORDINATOR** 12/2019 to CURRENT

Univision Communications Inc. | Raleigh, NC

- Directed social media coverage on multiple platforms.
- Ensured digitized content modifications met various device standards to facilitate end-user access.
- Renamed and attached related video files to complete and store records.
- Edited and revised content that I created in order to drive traffic to client sites.
- Directed content creation for millions of people to view.

DIRECTOR OF PHOTOGRAPHY

08/2019 to CURRENT

Wciu | Chicago, IL

- Managed contracts, negotiated fees and monitored spending to remain within budget.
- Reviewed and assessed footage to check for quality assurance.
- Recruited and assigned photographers to specific projects, monitoring all tasks and duties.
- Researched and implemented new technology, such as filters, visual effects, and lenses.
- Executed time management skills to obtain required shots plus more in allotted shoot-time.
- Led projects by providing guidance and direction from conception to execution.
- Administered editing capabilities in terms of pacing, music sensibility and graphics.
- Creatively shot projects using interesting angles.
- Collaborated with camera and lighting teams to implement creative vision and produce professional work.
- Hired, trained, and coached on daily activities and techniques.
- Collaborated with clients and directors in design, development and implementation of new photography programs and improvement of existing programs.
- Remained abreast of emerging trends in photography, learning relevant techniques and media types.

CAMERA OPERATOR

08/2019 to 12/2020

New York Racing Association | Saratoga Springs, NY

- Conferred with directors, sound and lighting technicians and other crew members to determine shots and discuss assignments.
- Provided on-site and on-location filming services, including setting up lighting and audio and resolving technical issues.
- Managed team of 20 members and instructed team and crews in the field to create the best looking projects for clients
- Maintained organized and detailed schedules for production.
- Configured shots based on daily needs, weather and lighting conditions and available equipment.
- Collaborated with specialists, producers and designers to produce original video content
- Digitized tapes and edited videos using Adobe Premiere and After Effects .
- Composed and framed each shot and applied technical aspects of light, lenses, film, filters and camera settings.
- Used Vimeo and Davinci Resolve to encode videos and create video dubs for distribution.

PRODUCTION ASSISTANT

09/2019 to 12/2019

Lafarge | Midlothian, TX

- Pitched in to help crews with building sets and identified problems that could have resulted in possible safety issues.
- Created script and shot sheets and ensured all content was tightly edited.
- Handled all digitizing and logging of video footage.
- Resolved complaints and eliminated delays by collaborating with vendors and updating strategies.
- Organized resources and digital assets for filming use.
- Remained alert, active and ready to respond to any request at any time using variety of available resources.
- Escorted actors and actresses to and from trailers and provided bottled water and any other requested items.

EDUCATION AND TRAINING • **Bachelor of Arts | Public Relations** 12/2019
Rider University , Lawrenceville, NJ

Associate of Applied Science | Business Administration And Management

12/2016

Dutchess Community College, Poughkeepsie, NY

ACTIVITIES AND HONORS • Member, Tau Kappa Epsilon
Digital Media Chair (2016 - 2019)
• St. Jude's Children's Hospital Host (2016-2019)
Hosted an event that raised approximately \$6,000 yearly.

ACCOMPLISHMENTS