

# 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