

DENISE FOURNIER

CONTACT

me@dmfournier.com
dmfournier.com
207.242.9876

Creative professional with experience in social media management, filmmaking, video editing, and artistic direction. Passionate about travel, new experiences, environmental sustainability, and dogs.

EDUCATION

MASSACHUSETTS COLLEGE OF ART & DESIGN

2015 | BFA FILM/VIDEO

UNIVERSITY OF MAINE AT AUGUSTA

2010 | Certificate in Video Production

EXPERIENCE

2015- present LIBERTY CONCEPTS SOCIAL MEDIA MANAGER

- Co-manage client's business social media accounts and maintain social engagement on Facebook, Instagram, and Twitter profiles with an audience of 96k, 30k, and 6k followers, respectively
- Copy editing for web pages and social content
- Executing client digital reputation management reports
- Compiling data and performance summary reports for social media campaigns
- Quality assurance testing of new websites and content migration

OFFICE MANAGER & EXECUTIVE ASSISTANT

- Assist company President/CEO with calendar management, travel arrangements, and general tasks
- Manage both accounts payable and receivable: issue client invoices, process incoming payments, resolve billing disputes, follow up on owed balances
- Handle administrative duties, answer and direct incoming calls, coordinate services with vendors, process HR paperwork, arrange catering for staff and client lunches, stock office supplies, ensure there is always coffee

2013- 2015 GENERATIONS CINEMASTORIES VIDEO EDITOR

- Edited trailer videos of client projects for the company's website portfolio and Vimeo account
- Edited promotional/marketing videos for clients' social media channels, websites, and event presentations
- Edited full length videos of private events for clients, such as weddings and bat/bar mitzvahs
- Organized and labeled video footage within projects and on drives
- Basic sound mixing and image color grading/correction
- Assisted with administrative tasks such as drafting documents and creating project schedules

SKILLS & PROGRAMS

Social Media Management: Sprout Social, Canva
Reputation Management: Meltwater/Sysomos
Website: WordPress
Video Editing: Final Cut, Avid, Premiere
Administrative: Quickbooks, Excel