

LORALEE STARLA GENTRY

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📍 Spokane, WA

📁 SUMMARY OF QUALIFICATIONS

- ◆ Excels at multiple forms of communication - digital, written, and verbal
- ◆ Experienced with quality customer service, and cultivating customer relationships
- ◆ Strives to tackle new challenges, am quick to pick up new skills, and love to problem solve
- ◆ Works efficiently while exhibiting a positive and team-oriented attitude
- ◆ Ability to work independently using problem solving and critical thinking to prioritize client needs

📁 WORK HISTORY

NEW MEDIA OPERATOR

Los Angeles Distribution and Broadcasting (LADB) | Burbank, CA

January 2016 - January 2019

Post-production night-shift lead focused on providing content for clients per their specifications, while following ISO and MPAA security regulations. Performed encoding, transcoding, and editing of HD and SD video formats from both digital and tape sources. Conducted localization, captioning, and subtitling, and created DCPs and KDMs. Handled all aspects of DVD and Blu-Ray creation from menus and navigation, graphics, authoring, and duplication, to finished packaging. Provided digital asset management, forensic watermarking, video codec and format conversions, and quality control.

MEDIA PRODUCTION ASSISTANT

Eastern Washington University | Cheney, WA

April 2014 - June 2015

Key member of the video production team for Eastern Washington University's extended campus, online division. Filmed events and interviews on location. Did production design, grip, lighting, and camera work for videos filmed in studio and on location. Compiled and organized HD, SD, audio, and still footage. Edited audio and video content along with creating and merging digital graphics and effects for complete final product. Used design principles and creative thinking to produce innovative and visually interesting videos.

BEAUTY ADVISOR

Walgreens Drug Store | Seattle, WA

August 2012 - June 2013

Greeted customers and assisted them with finding the right products for their specific needs. Organized and cleaned designated aisles of the store to create a better shopping experience for customers and move more merchandise. Rang up customers at the register and successfully handled cash, card, and check transactions.

SECRETARY ON THE BOARD OF DIRECTORS

Diverse Harmony | Seattle, WA

October 2012 - June 2013

Board member for the 501(c)(3) non-profit Gay-Straight Alliance Youth Chorus of Seattle. Recorded official meeting minutes, kept a compilation of all important documents, and made decisions on behalf of the chorus by voting as a board member on financial, organizational, administrative, and creative issues.

🎓 EDUCATION

- ◆ **EASTERN WASHINGTON UNIVERSITY**
Cheney, WA | Sept 2013 - June 2015
Bachelor of Arts Degree
Interdisciplinary Studies, focused in
Film Production and
Digital Media Design
- ◆ **SEATTLE CENTRAL COMMUNITY COLLEGE**
Seattle, WA | April 2011 - June 2013
Associate of Arts Degree
General Studies
- ◆ **CALIFORNIA POLYTECHNIC STATE UNIVERSITY**
San Luis Obispo, CA | Sept 2008 - June 2010
Studied Aerospace Engineering

🔧 PROFESSIONAL SKILLS AND SOFTWARE

ADAPTABLE
CUSTOMER SERVICE
DEPENDABLE
ORGANIZATION
PEOPLE PERSON
PHONE COMMUNICATION
TEAM PLAYER
VIDEO EDITING
ADOBE CREATIVE SUITE
CSS 3 / HTML 5 / JAVASCRIPT
FILEMAKER
iWORKS
MICROSOFT OFFICE

PERSONAL TRAITS

