

Adele Bartlett

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(315) 481-3827 abartle1@ithaca.edu

EDUCATION

Ithaca College, Ithaca, NY

Bachelor of Science, Television & Radio

Expected Graduation May 2016

EXPERIENCE

Date My Dog Production, Ithaca, NY

Associate Producer

09/2015 – present

- ♦ Budget and Schedule for Production
- ♦ Pre-Production Set Up

The Roadmap LLC, Ithaca, NY

Intern

07/2015 – present

- ♦ Create and Edit Promotion Video and Content Videos
- ♦ Operate and Manage all Social Media Pages

Ithaca College Television, Ithaca, NY

01/2013 – 11/2013

- ♦ Production Assistant for ICTV's Life and Death
- ♦ Studio Camera Operator for ICTV's The Screening Room

Pavilion, Directed by Tim Sutton, Cazenovia, NY

Lead Actress

03/2010 – 08/2010

WORK EXPERIENCE

Ithaca College Sodexo, Ithaca, NY

Café Worker

08/2014 – present

- ♦ Cashier, Smoothie and Coffee Maker, and Maintaining Upkeep of Café

McDonald's, Cazenovia, NY

Crew Member

03/2012 – 08/2014

- ♦ Drive Thru Operator and Cashier

TECHNICAL SKILLS

- | | | |
|------------------------|---------------------|----------------|
| ♦ PC, Mac | ♦ Hootsuite | ♦ iMovie, Avid |
| ♦ Scriptwriting: Celtx | ♦ Social Media: | ♦ Movie Magic |
| ♦ Microsoft Word, | Facebook, Twitter, | Budgeting and |
| Excel, PowerPoint | Instagram, LinkedIn | Scheduling |

EXTRACURRICULAR ACTIVITIES

Ithaca College Mock Trial, Ithaca, NY

Team Member

09/2013 – present

- ♦ Two Outstanding Witness Awards
- ♦ Assemble and Perform Legal Mock Trials