# Objective

To join a team contributing to artistic and cultural enrichment within the community.

# Education

Bachelor of Fine Art, Film and Television, Savannah College of Art and Design

# Material Skills

# Set Design

* Light Construction
* Power tools
* 16mm Projection
* 16mm Film Editing
* 16mm Film Camera Operation
* 16mm Film Editing
* Artwork Installation and mounting
* Digital Video Editing
* Digital Retouching
* Paint preparation
* Canvas Building
* Adobe Creative Suite (Photoshop/Illustrator
* ArtBase
* MS Office
* Apple MAC OS
* Windows MS OS
* Database management
* File server organization

# Experience

## Photo Research Assistant, Rosen Publishing - New York City March 2013-May 2013

Compiled detailed information regarding the photos used for all publications to generate invoices for our stock photography sources. Created spreadsheets of cost usage by season for books in all divisions. Performed project based photo research for publications and website database. Utilized stock house photography websites to gather images based on editor and designer requests.

## Editorial Assistant, Rosen Publishing - New York City February 2011-February 2013

Handled all administrative needs for two distinct departments, Photography and Young Adult Editorial. Drafted contracts, filed publication information with the Library of Congress and invoiced freelance Expert Subject Readers. Maintained files, data entry, and produced spreadsheets for information organization and billing purposes. Liaised between Photo Researchers and stock house representatives to maintain correct photography usage records and produce accurate records for billing needs.

## Artist’s Assistant, Louise Manifold/ISCP - New York City January 2011-May 2011

Performed various duties as needed, including 16mm camera operation, research, materials procurement. Acted as a liaison between artist and vendors, craftsmen, and information resources.

## Artist’s Assistant, Amy Greenfield - New York City October 2009-January 2011

Supported filmmaker in film and video projects and various stages of productions. Aided in the preparation for a retrospective show at the CTS gallery in Brooklyn, NY and with preproduction rehearsals for experimental film. Assisted with video editing, projection, videotaping, 35mm negative handling, equipment handling, and various other needs for the artist.

## Internet Sales Associate, The Strand Bookstore - New York City July 2009-December 2010

Performed customer service and order management for third party internet based clients, such as Amazon.com and Abebooks.com. Solved shipping issues as needed, assisted in balancing the needs of remote clients vs. in-store customers.

## Artist’s Assistant, Jeffrey Inaba at The X initiative - New York City July 2009

Assisted in the building of an interactive rooftop installation for the summer film series at the X Initiative in New York City.

## Artist’s Assistant, Mark Fox - New York City March 2009-June 2009

Aided in the creation of paper based sculptures, materials preparation, and assembly for various upcoming exhibitions.

## Art Department Associate, The Strand Book Store - New York City November 2007-March 2009

## Photo Editor/Set Dresser, Weadon Photography - Washington DC July 2006-September 2007