

KRISTEN VESEY

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EDUCATION:

Bard College
Sociology Major, GPA 3.65

Annandale-on Hudson, NY
Class of 2015

Emerson College
Communications Marketing

Boston, MA
Fall 2013

EXPERIENCE:

STUDIO RODRIGO: STATE X STATE PROJECT

NY, NY

State X State Intern

Summer 2014

Assisted production and editorial in formatting, proofing, and imputing photos and copy into digital and print applications.

Researched and sourced content from contributor networks and social media.

Coordinated and communicated with site contributors and designers.

Consulted on digital Q&A and presentation development supporting the rollout of StateXState.com

REDTREE PRODUCTIONS

Boston, MA

Intern / Production Assistant

September – December 2013

Assisted producers in wrapping budgets, performing pre-production research, handling petty cash and aiding general office management.

Also performed PA work on set for multiple commercial shoots in the Boston area.

PARK PICTURES

NY, NY

Production Assistant

Winter 2013 & 2014

Assisted Senior Producer in creating treatments, facilitating director/client communication, and organizing upcoming production shoots.

Attended client meetings, digitized catalogue of past work, and assisted office management.

BBDO

NY, NY

Creative and Production Intern

Summer 2012

Assisted in print production and organizing client presentations.

Attended meetings, editorial sessions, photo shoots and client dinners.

BEEHIVE

NY, NY

Office and Production Management Intern

Summer 2011 & 2013

Answered phones and assisted producer with shoots and office management.

Assisted in business relocation, organized files and packing of all office content.

SKILLS:

Digital

Mac and PC literate - Word, Excel, PowerPoint, Google Suite (Docs, Drive), Adobe Premiere, iMovie, GSS program, Photoshop and FCP literate

Administrative

Budgeting (AICP), research, client relations, writing, filing, invoicing, public speaking

Video/Photography

Digital and Non-Digital photography, digital videography, post-production supervision