

DAX LEHMAN

286 E 1270 N Logan, UT 84341 | 208.709.4374 | daxlehman@gmail.com

EXPERIENCE

VISUAL COMMUNICATIONS ASSOCIATE *Strata Policy*

February 2015 – Present

- Edit video scripts to suit a non-technical or technical audience
- Design icons and graphics to be used in animation videos
- Collaborate with other designers to design reports and flyers
- Animate and produce short educational videos to be used in a massive open online course (MOOC)
- Shoot and edit talking head informational videos
- Take and edit photos of employees, events, buildings, landscapes and various products to be used on websites and in publications

ADMINISTRATIVE ASSOCIATE *Strata Policy*

July 2014 – February 2015

- Provided administrative support to all Strata teams by scheduling appointments, managing calendars, and sending emails
- Created, implemented, and maintained a human resources pipeline and system for all new employee hires
- Collaborated with operations team to plan and execute 3 conferences
- Maintained and updated the student Wordpress blog

ASSISTANT EDITOR *Gugelman Photography*

October 2012 – December 2013

- Managed cropping, retouching, ordering and fulfillment of photography for 10 local schools
- Prepared studio for use by setting up lights and backdrops
- Retouched, cropped and prepared photos for print
- Designed various announcements and posters

SKILLS & ADDITIONAL EXPERIENCE

- HTML and CSS, Java, C++, Javascript, Wordpress
- Illustrator, InDesign, Photoshop, Lightroom, After Effects, Premiere Pro
- Professional writing and editing courses from Utah State University
- Freelance writing, editing and video work
- Camtasia
- Canon camera systems

EDUCATION

UTAH STATE UNIVERSITY *Estimated completion May 2018*

Professional & Technical Writing major, Computer Science minor