

Josephine E. Bozek Stocks

1006 Bear Mountain Dr. Norman, OK 73069
405.416.3022 josephine.stocks@gmail.com

WORK EXPERIENCE

Express Employment Professionals

2013 – present

OKC, OK

Temp Receptionist

- Chesapeake Energy Corp: answer and transfer company-wide calls, greet visitors, data entry, accept packages
- Express Employment Professionals: answered and transferred calls, scheduled and prepped appointments, filed paperwork, set up online applications and training, graded proficiency tests, shredded outdated documents

Brewer Flooring Group

2010 – 2012

OKC, OK

Executive Assistant of Marketing/Merchandising

- Liaison with almost 20 stores in five brands and six states, generated and maintained social media and website content, designed print materials and forms for office and stores, coordinated new pricing system for Carpet One stores, provided monthly promotional info to stores, compiled salesperson rankings, tracked daily customer contacts by store and salesperson

Sales Assistant

- Cleaned and reorganized two stores and their layouts, implemented new office systems to improve consistency in paperwork and processing, priced products, organized customer contract files, introduced customers to products, entered orders and payments, generated POs

Traditions Square East Apartments

2008 – 2010

Norman, OK

Student Assistant

- Communicated with and assisted residents, their parents and university faculty/staff, organized resident lease files, helped plan and run clubhouse events, created systems to help office run more efficiently, accessed the mailroom for residents

FILM/TV PRODUCTION EXPERIENCE

American Idol Season 12 – 2012 – American Idol Productions – Production Assistant

Man v. Food – 2010 – Travel Channel/Sharp Entertainment – Production Assistant

Roaring 20s Boat Cruise – 2010 – jojo bunny – Writer/Producer/Director/Editor

Heaven's Rain – 2010 – Heaven's Rain Productions – Costume Department

OU, I Love You – 2009 – Co-chair/Producer

Erec & Johanna – 2009 – OU, I Love You – Director/Crew

Epiphany – 2008 – jojo bunny/10th Street Hobos – Writer/Producer/Director/Crew

The Masked Man – 2008 – Writer/Director/Crew

OU Reel Students – 2008/2010 – Director

- *OU Summer in Santa Fe 2010*
- *Dr. James Ragan Reads "If For Each of Us" at OU*
- *Dr. James Ragan at the University of Oklahoma*
- *American Artists from the Russian Empire at OU*
- *OU Votes 2008*
- *Pinnwheels for Peace*

EDUCATION

University of Oklahoma

2008 – 2010

Norman, OK

Bachelor of Arts, Film and Video Studies

Michigan State University

2005 – 2007

East Lansing, MI

Apparel and Textile Design

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SKILLS

Final Cut Pro

Final Draft

InDesign

Microsoft Office Suite

Photoshop

HONORS

Oklahoma City Yelp Elite Squad – 2012/2013

Imaginary Family Project Author – 2011 – Red Dirt Chronicles

OU College of Arts and Sciences Dean's List – 2008 - 2010

Clermont-Ferrand Short Film Festival – 2009 – *Epiphany* – Clermont-Ferrand, France

Oklahoma Film & Video Studies Society Conference

- 2010 – *Frenzy* (Hitchcock, 1972) Shot Analysis – Essay Presentation – Edmond, OK
- 2009 – *Epiphany* – Screening – Tulsa, OK
- 2008 – *How Saturday Night Live Brought Back Vaudeville* – Essay Presentation – OKC, OK

MSU “Is This A Postmodern World?” Study Abroad – 2007

- Backpacked through The Netherlands, Belgium, France, Ireland, and Italy studying postmodern theory with Dr. Joseph Natoli

Student Paper Opinion and Layout Editor – 2003-2005

COURSES

Film Editing: Theory & Practice – 2010 – University of Oklahoma

Principles of Dramatic Structure (Playwriting) – 2009 – University of Oklahoma

Screenwriting – 2009 – University of Oklahoma

Writing for Film – 2008 – University of Oklahoma