

SKILLS

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| <ul style="list-style-type: none">• Screenwriting, Film, Television, Promo• Creative Writing-Short Prose, Poetry, Non-Fiction.• Directing• Producing• Editing Lighting (Cinematography)• Sound Design/Recording | PROGRAMS <ul style="list-style-type: none">• Final Draft• Caltex• Final Cut• Premiere Pro• Microsoft Word• Microsoft PowerPoint• Microsoft Excel | <ul style="list-style-type: none">• Budgeting• Sales- B2B, Inside, Direct, Cold Calling• Data Entry- 60 wpm• Scanning• Faxing• Processing Records |
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EXPERIENCE

SALES ADVISOR| CHARTER COMMUNICATIONS | 2014-2015

- Third largest cable provider in the United States
- Provided product knowledge to inbound callers; maintained a constant rolodex of over 200 networks, shows, and movies.
- Maintaining all sales goals while providing exceptional customer service. Focused on three key factors when controlling a call: tone, pitch, and professionalism.

CUSTOMER SERVICE SUPERVISOR | ADAM'S SCRAP RECYCLING | 2012

- Supervised three to five customer service (cashiers) representatives
- Ensuring quality customer service by phone and in person for disgruntled customers.
- Supervised issues regarding business to business sales and orders.
- Fifty percent of the customer base had addictions or were in poverty. In order to achieve sales goals and ensure returning customers it was essential to be alert and have the correct demeanor to handle each individual's issue.

CUSTOMER SERVICE REPRESENTATIVE | OLDIES.COM | 2011-2012

- Call center representative for oldies.com, a company specializing in nostalgic and classic audio, CD, books, and DVDs.
- Simultaneously taking customer service calls and keying data, ranging from account information for new and existing customers to processing orders.
- Taking thirty to a hundred calls a day, attention to detail and accuracy was pivotal since the system was dependent on mail, fax, web, and phone call orders.

SELECT

FILMOGRAPHY

"Summer Philly Fun" – CBS studios – Documentary/ Travel Expose

Aired: June 27, 2013

- Assisted in shoot of Hershey Park in Hershey, PA as a summer destination.
- Also assisted in commercial being shot by Hershey Park.
- Handled equipment and releases.

"Resume" – Experimental Narrative

Writer, Director, Producer, Editor, Cameraman/Sound - 3 minutes, 50seconds

- A social piece showcasing the hardships of those who are unemployed.
- No crew.

YouTube Link: <http://www.youtube.com/watch?v=BneU6MDYmVk>

"Celebrity Barber" – Documentary

Production Manager- 6 minutes, 16 seconds

Writer, Director, Producer, Editor, Cameraman/Sound

- Documented Faheem Alexander; barber of the hip-hop group "The Roots".
- Handled setting up interviews with Faheem, his staff, and members of "The Roots".
- Structured and set up shots for highest visual impact.

YouTube Link: <http://www.youtube.com/watch?v=LPDNsLU7oWg>

"Passing"- Narrative

Writer, Director, Producer, Editor, Cameraman/Sound -2 minutes.

- Shot on a Bolex RX-5 on 16mm film.
- Focused on proper lighting for filming with film.
- Added sound through final cut.

MORE PIECES AVAILABLE UPON REQUEST

EDUCATION

BACHELORS OF ARTS | TEMPLE UNIVERSITY- SCHOOL OF FILM AND MEDIA| MAY 15TH, 2014

- Major: Film and Media: Screenwriting GPA: 3.5
- Related coursework: Screenwriting, Scene Analysis, Cinematography, Editing, Directing, Producing, and Voice-over

ASSOCIATES OF ARTS | COMMUNITY COLLEGE OF PHILADELPHIA| DECEMBER 14TH, 2011

- Major: Liberal Arts: Humanities GPA: 3.7
- Related coursework: Creative Writing, Non-Fiction Writing, Short Prose, Script Writing, Video Production, Copywriting

CERTIFICATE: CREATIVE WRITING| COMMUNITY COLLEGE OF PHILADELPHIA | DECEMBER 14TH, 2011

INTERNSHIP

CBS/CW STUDIOS PHILADELPHIA| CREATIVE SERVICES DEPARTMENT | FOURTH LARGEST MARKET IN U.S. | SUMMER 2013

- Participated in branding and show production meetings.
- Logged promos.
- Edited the CW "Green Carpet" upfronts interview footage for CW Philly's twitter account.
- Handled releases for the News department's "Back to School" promo for Fall 2013.
- Handled releases, registration, and recording auditions for SURVIVOR™ casting call at the Trump Taj Mahal in Atlantic City, NJ
- Handled releases, registration, and recording auditions for THE PRICE IS RIGHT™ casting call at Parx Casino in Philadelphia, PA.