

Angelica V. McClary

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WORK EXPERIENCE:

UNIVERSAL MUSIC GROUP, New York, NY January 2019 – March 2020

Content Protection Representative

Reviewing and assessing Universal Music Group content for copyright, trademark and anti-piracy infringement online using internal and external software

CBS TELEVISION, New York, NY November 2017 – January 2019

Syndication Coordinator (Per Diem)

Use Xytech, Formatic and TM to add commercials to syndicated programs and distribute them to the appropriate TV Stations

Proofread work of other coordinators for accuracy

Monitor transmissions for continuity and answer station request

Enter the metadata into companies database distribution system

Create weekly/monthly billing and QC orders through Media Pulse

CASTING NETWORKS, New York, NY February 2017 – November 2017

Customer Support Representative

Extensive phone work that includes troubleshooting, technical support, and customer education

Gather information and create spreadsheets, documents, lists, etc.

Assisting in the overall positive experience for the talent

INDEMAND, New York NY August 2014 – September 2016

VOD Schedule/Content Programming/Quality Control Freelancer

Assisted in the creation of the VOD preliminary schedules, quality control changes and scheduling of metadata updates in Indab for all VOD titles

Conducted research on digital streaming competitors and submitted daily report

Screened VOD assets for quality assurance of video picture format; movie version, audio format; language, metadata – all written information attached to product, title, year, actors, etc.

BRONZE DRIVING SCHOOL, Detroit MI May 2008 – May 2014

Administrative Assistant/Receptionist

Provide administrative support, answer and direct inbound calls

Registering students for class/creating and maintaining student records

Plan and facilitate office events and parent/student meetings

EDUCATION:

FREE CODE CAMP Front End Web Developing Certification 2020 – Present

NEW YORK INSTITUTE OF TECHNOLOGY Masters of Communication Arts (TV/Film/Audio) 2014

FERRIS STATE UNIVERSITY Bachelors of Science 2012

SKILLS:

Proficient in Microsoft Word, Power Point and Excel, Outlook, Final Cut Pro 7, Adobe Premiere Pro CS6, Photoshop and AE