



Scan for my VFX reel

RACHAEL HUTCHENS

8 Roger Norton Place • Cranford, NJ 07016 • 908.230.1452 • rachaelhutchens@comcast.net

SUMMARY OF QUALIFICATIONS

Experienced media specialist seeking producer or project manager position. Collaborative and results driven professional with a superior background managing projects, people, and products in a creative environment. Highly organized leader with strong communication and project management capabilities. Thrives in a fast paced, challenging, and productive environment.

PROFESSIONAL EXPERIENCE

Magi FilmWorks, Belleville, NJ

April 2001 – April 2011

Project Manager & VFX Artist

- Spearheaded and produced instructional DVDs for pharmaceutical company. Completed project within required one-week period while adhering to pre-established budget. Project exceeded client's expectations.
- Supervised team that managed numerous productions, including independent films, music videos, commercials, infomercials and corporate productions. Samples of all work available upon request.
- Oversaw multiple facets of production, including script creation and revision; lighting and set design; transportation for both actors and make-up artists; and accounts receivable/invoicing clients.
- Performed Visual Effects editing including special effects, compositing, color correction, and background replacement.
- Coordinated with end clients to ensure final products met or exceeded expectations. Employed flexibility to revise product where requested and obtained approval.
- Facilitated meetings with clients and other invested parties to ensure that projects remained on target.
- Assisted in updates to corporate website and social media sites.

Special Project Highlights

- Short Film: *The Bridge* premiered at the 2011 Cannes Film Festival. Converted a modern, digital spoken film into a "silent film" reminiscent of the 1920s, complete with scratches, frame stutter, cigarette burns and title cards. This particularly challenging project required multiple revisions and specific problem-solving skills to guarantee timely completion while meeting client's expectations. Client was extremely pleased with the end result and requested I present film at the Brooklyn Film Festival.
- Short Film: *Awoken* premiered at the Park City (Utah) Film Music Festival. Initiated and maintained dialogue with filmmaker throughout production to ensure high-class quality standards. Filmmaker expressed positive feedback upon the conclusion of the project.

Anthropologie, Short Hills, NJ and Woodcliff Lakes, NJ

Part-Time, 2003 – 2005

Salesperson

- Assisted customers and clients with all aspects of customer service, from product explanations and recommendations to completion of sales while maintaining a positive demeanor.
- Maintained company standards and ensured brand promotion with flourish and excitement.
- Completed all job responsibilities while simultaneously holding full-time position with Magi FilmWorks.

Sunkosi Trading Company/Nirvana, Westfield, NJ

November 1994 – May 2000

Warehouse/Wholesale Manager

- Began employment as retail clerk; promoted to Warehouse/Wholesale Manager by general management due to exemplary work ethic and superior demonstration of product intelligence.
- Designed and implemented plans to increase product sales while ensuring client/buyer contentment with respect to boutique purchases.
- Chosen to represent brand as an Exhibitor/Representative at NY International Boutique Show.
- Effectively managed a team to ensure both the timely and efficient fulfillment of all orders and client satisfaction with regard to said orders.

EDUCATION

William Paterson University, Wayne, NJ
Bachelor of Arts in Communications

January 2001

TECHNOLOGY SKILLS

Proficient in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook; Quicken/QuickBooks Pro; Adobe Professional Editing Suite CS5: AFX, Premiere, Illustrator, Photoshop, Encore; Imagineer Systems: Mocha Pro. Adept at using social media (Facebook, Twitter) as key tools in both marketing and promotion.

INTERESTS

Reading, film, croquet, do-it-yourself projects.

REFERENCES AVAILABLE UPON REQUEST