

Dynamic digital media producer, post production supervisor and editor, with hands-on work supporting diverse industries, including entertainment, health & wellness, and fashion. Skilled in editing, animation, and graphic design. Experienced in creating compelling online and social media content, including web series, short films, and music videos. Clients work includes: *A&E, Kate Spade, Perrier, Rachel Ray, TNT, TBS, TLC, and Animal Planet.*

Core Competencies

- Team Leadership and Training
- Budget and Schedule Management
- Brand Marketing/Logo Design
- Digital Media Content Strategy
- Post Production and Video Editing
- Photography and Videography
- Commercial Production

PROFESSIONAL EXPERIENCE

Administrator & Digital Media Producer, Freelance (2019 to Present)

- Supports executive leadership team
- Overseeing executive calendars and meeting scheduling
- Preparing leadership reports, and assisting in strategic planning activities
- Manages accounting activities and expense reports, invoicing, and travel logistics
- Leads meeting and event planning, including corporate social responsibility efforts
- Treating highly confidential information with care and discretion
- Implemented online database to centralize corporate data and improve searchability and documentation. Improved data retrieval time by 30% with enhanced electronic filing procedures
- Creates social media content, edits, posts
- Editing long and short form video
- Brand Development for multiple channels and platforms
- Design and Marketing Strategy: branding specific for each target audience
- Data Management & Reporting: measuring and analyzing KPI (Key Performance Indicators)
- Managing Facebook Ads

Post Production Supervisor, Thrive Market, Marina Del Rey, CA (2016 to 2019)

- Managed editors, writers, composers, narrators, and transcription and translation teams in the delivery of post production projects within the food, health, and wellness industries
- Oversaw project schedules, technical processes, and digital archiving
- Communicated effectively with clients, content producers, writers, and creative teams to identify milestones and deliver video projects
- Assisted in increasing video content outputs 500% by designing archival project storage solutions and developing workflows to manage complex deliverables
- Saved \$19K annually by reducing outsourcing of video editors with improved training, workflows, and internal outputs

Senior Editor, Magic Feather, Santa Clarita, CA (2012 to 2015)

- Supervised and trained video editing team
- Completed customized network and project graphics packages to support movie and TV promotions, including transitions, lower-thirds, and animations, managing multiple complex projects and deadlines
- Clients included Discovery, Animal Planet, TNT, TBS, A&E, TLC and Reelz

Dir. of Commercial Production, WHLT-TV CBS22, Hattiesburg, MS (2008 to 2012)

- Increased commercial production from four to 40+ commercials per month
- Oversaw creative process from concept to delivery of commercials designed to improve network sales revenues
- Oversaw quality control of the production department and managed budget planning and forecasting
- Took charge in the absence of detailed instructions and minimal supervision
- Launched social media accounts and grew online audience with breaking news and paid content

EDUCATION

B.A. in Radio, Television, and Film

University of Southern Mississippi, Hattiesburg, MS

PRODUCTION CREDITS

Haimerician, Associate Producer and Editing Department

HeyUSAx, Post Production Supervisor and Editor

The Fourth Door, Editor

The S.H.U., Art Department Assistant

Not Another Celebrity Movie, Production Assistant

TECHNICAL PROFICIENCIES

Adobe Suite: Premiere Pro, After Effects, Photoshop, Illustrator, Audition

Final Cut Pro 7 & X