

Work Experience

Freelance - October 2021-Current

Camera Assistant

- Assist with assessing camera equipment needs for the production
- Organize and manage a substantial quantity of equipment on location
- Ensure all necessary equipment is received by coordinating with camera rental house
- Test equipment for functionality at camera preps; order replacements as needed
- Execute Director of Photography's plans by completing and delegating tasks to achieve desired outcome
- Anticipate needs and support the Director of Photography throughout production

Production Assistant

- Coordinate pick ups and drop offs of rentals, production materials, and craft services
- Anticipate crew and production needs and prepare to meet those needs
- Assist in various areas of production including meal coordination, builds and tear downs, and set organization
- Delegate tasks to other assistants to ensure efficiency

Video Editor

- Assemble and cut footage on timeline to create a cohesive story
- Add creative effects and graphics to enhance the story
- Implement client feedback during revisions

Image Resources - January 2021-September 2021

Production Assistant

- Support and assist Production Manager in day-to-day office and production tasks
- Facilitate legal depositions remotely through virtual meeting spaces
- Film and edit in-person depositions and settlement documentaries
- Organize and manage equipment and supplies in the office
- Adapt quickly to changes in production plans
- Initiate dialogue with clients to produce the best video for their needs

Thr3e Wise Men - August 2017-September 2021

Server and Bartender

- Master extensive menu knowledge, including all ingredients and allergens to advise guests on menu choices
- Engage with customers in a friendly and positive manner
- Manage large number of guests in high volume establishment
- Serve private parties with exceptional attention and organization
- Operate cash registers and manage financial transactions
- Collaborate with other staff to ensure organized and prompt service to all guests
- Attend to complaints or problems swiftly and with a positive attitude

Ball State University - August 2018-May 2020

Documentary Producer Graduate Assistant

- Partner with the David Owsley Museum of Art, Ball State University, and Muncie Schools to produce documentaries and promotional videos
- Write interview questions based off story needs and the subject's expertise
- Generate ideas for b-roll and then execute ideas through filming and research of images and stock footage
- Organize footage for archival and editing purposes
- Collaborate with clients during the editing and revision processes

Marion County Clerk's Office - May 2016-May 2017

Civil Office Clerk

- Sort in-person and mail requests for all manner of civil suits
- Enter filing information into databases and ensure proper filing of all civil suits
- Answer phones with professionalism and provide prompt service to all customers
- Process filing fees and issue receipts
- Schedule in-office meetings

Education

2020

Ball State University
Master of Art in Digital Storytelling

2018

Ball State University
Bachelor of Art in Media Studies & Video Production

Skills

- Excellent written and verbal communication
- Meeting deadlines and managing multiple tasks
- Adapting quickly to changing circumstances, responsibilities, and expectations
- Prioritization and problem-solving
- Attention to detail
- Customer Service
- Adobe Creative Cloud, MS Office, Google Suite, Slack
- Editing and Proofreading