

2035 Redman Ct., Simi Valley, CA 93063
(T) 805.577.6212 (C) 973.464.8893

QUALIFICATIONS:

Over 10 years hands on, detail-oriented experience, utilizing key strengths such as:

- **Video Editing/Compositing**
- **DVD Authoring**
- **Video/Film Production**
- **PowerPoint Presentations**
- **Web Development**
- **Design**

PROFESSIONAL WORK EXPERIENCE:**Independent Consultant**

- Video Editor/DVD Programmer/Video Composer 1998 - Present
- Production Coordinator for Music Videos 1999 - Present
- PowerPoint presentation developer/designer/programmer 1995 - Present
- Graphic designer 2003 - Present
- Assistant Director/Production Coordinator: "Royal Kill" 8/2005 - 12/2005
- Assistant Director: "Genius" 6/2001 - 8/2001
- Second Unit Camera Assistant: "Genius" 6/2001 - 8/2001
- Assistant Director/Line Producer: "What's Your Problem?" 9/2006
- Assistant Director/Camera Assistant "Mother May I" 10/2007
- Associate Producer/Editor "Not In My Back Yard" Documentary 3/2008
- Production coordinator for Tristar Products athletic infomercials 5/2008 - 5/2009
- Web Development and support 2009 - Present

Phoenix Studios,, Clifton, NJ/Simi Valley, CA

2001 - Present

Multimedia Developer

- WordPress website development
- Facilitate planning and development of video presentations.
- Edit video from image capture to finished high quality fine-cut.
- Compositing video and graphic files using Adobe After Effects and Apple's Shake, for special effects.
- Plan, develop content, and program client DVDs.
- Design and build custom PowerPoint presentations.
- Design client's corporate identity, including logos, business cards and stationery.
- Design CD and DVD artwork and inserts.
- Compress completed video files for CD-Rom and web use.

Post Production Manager/Senior Editor

- Managed the operation of a post production department including staff assignments and technical support
- Edited programs from image capture to finished, broadcast-quality fine cut
- Provided on-site video and programming support for custom live events
- Provided Beta test data for a variety of programs including Media 100 and Media Cleaner Pro
- Produced business presentations using advanced PowerPoint techniques
- Provided training on various programs for staff and interns
- DVD Authoring

LCS Industries, Clifton, NJ

1989 – 1998

Administrative Billing Supervisor/Special Projects

- Reported billing activities and forecasted billing to upper management
- Interfaced with Production Managers to coordinate large special projects
- Prepared monthly billing for four divisions of the company
- Developed time, cost and profit margin budgets
- Worked with programming to prepare database systems for large programs
- Conducted Lotus, Monarch, and Database training classes for company employees
- Prepared large scale spreadsheet and database reports for various functions of the company
- Developed application macros to improve time management
- Oversaw daily operation of inbound Telemarketing accounts and employees
- Proactively kept Account Manager abreast of all program developments, status, problems, etc.
- Assisted in monitoring/training.

ORGANIZATIONS:

- Board Member New Jersey Art Directors Club (2006-2009)
- Member of Lambda Pi Eta the Speech Communications Honor Society

EDUCATION:**William Paterson University****B.A. in Arts and Communications****Minor in Anthropology and Humanities Honors**

- Graduated Cum Laude, V.P. of the Student Film Association
- Presented a paper at the N.J. Communications Association Conference, in Montclair, N.J., and received an award for Best Undergraduate Paper.
- Presented a paper the National Communications Association Conference In Chicago, IL.

SPECIAL SKILLS:

- Strong knowledge in Final Cut Pro, Media 100, DVD Studio Pro, Motion, After Effects, Live Type, Photoshop, InDesign, Illustrator, Microsoft Office.
- Very proficient in Mac and PC computer platforms.
- Fluent in English and Polish.