

Authentic Entertainment
“Best Thing I Ever Ate,” Food Network

Obtained release forms and captured photos for talent and locations

Took beauty shots of products

Set up and broke down equipment

Nov 2010 – Dec 2010 PA, Editor, Videographer
RGP Media

Edit and Create videos and websites

Create marketing ideas and materials to gain business

Log and Capture video

October 2010 PA
Jordan Direct
Paint Rocket Infomercial

Set design

Assisted in regulating lighting and audio levels

Assisted in coordinating before/after shots & testimonials

September 2009 Production Manager
Apollo Project, “Artsy Phartsy,” Pilot

Supervised prop selections

Coordinated talent schedule

Created set design

January 2009 Segment Producer
WUSF, “An Ale of a Tale,” Documentary

Recorded footage of microbrewery production

Wrote script for five minute segment

Edited segment on non-linear Media 100 (comparable to Avid)

Selected accompanying music to support video

July 08 – Aug 2009 Intern
“The Cowhead Show,” WHPT-FM 102.5 The Bone

Operated board during best of shows

Edited audio for future best of segments using Adobe Audition

Screened phone calls to patch through to host

Assisted promotions by going on location

2008 – 2009 Web Productions
Executive Assistant
Largo, FL 33774

Edit text on websites & relay corrections to programmers

Create codes for brokers

Issue refunds & research accounts

Office Management & Customer Service

EDUCATION: 2009 University of South Florida – BA (Mass Communications Major)

OTHER EXPERIENCE

2011 – 2013 Decks & Docks
Purchasing Manager
Clearwater, FL 33756

Managed inventory for 9 locations

Negotiated pricing with vendors

Researched pricing discrepancies within system and obtained credits

2005 – 2007 Smith Family Homes, Inc.
Operations Coordinator/ Purchasing Assistant
Tampa, FL 33634

Scheduling home owners walk-throughs & final inspections

Collect final boundary surveys to submit to the county

Complete final pricing for mortgage companies for timely closings

Created contract addendums

Met with vendors & maintained insurance information and pricing

Assisted in quarterly budgets

Supervised 9 other employees & created processes

2004 - 2005 AVC Home Theaters & Security
Sales & Marketing Coordinator
Clearwater, FL 33756

Coordinated sales staff between customers & home builders

Created and maintained sales database

Creating marketing books for vendors

Configured pricing

References available upon request.