

Mass Communications

Atlanta, GA 30008

(678) 123-4567

masscomm@my.westga.edu

Summary of Qualifications

Results-oriented professional with strong mass communications production background with a focus in film and media arts. Experience in set management, organizing and multi-tasking to meet and exceed individual and organizational goals. Highly motivated, dependable, and responsible self-starter who takes initiative with minimal supervision. Hard-working contributor committed to excellence and success.

Education

University of West Georgia, Carrollton, GA

Bachelor of Social Science in Mass Communications (GPA 3.4)

December 2018

- Focused in Film & Media Arts
- Minor in Psychology

Production Experience

Sam Frank Productions, Atlanta, GA

June 2018 - Present

Production Set Assistant

- Communicate set changes and climate to management and staff to assure effective productivity
- Organize and maintain condition of set equipment by managing weekly inventory checks
- Schedule auditions and evaluate talent alongside the director to uphold mission of visually stimulating work
- Conduct customer interviews to execute their vision, brand, and(or) visual goal for their product
- Assist in the development of script writing, graphic and motion design, photo retouching, and 3D animation for clientele

Star Walk Inc., Newnan, GA

Summer 2017, 2018, 2019

Event Coordinator and Staff (Seasonal)

- Screened applications for potential staff members including group interviews
- Scheduled and contact employees about set/scheduling changes and provide excellent customer service
- Managed the logistics and operations of each set and a support staff with audio and video production

University of West Georgia, Carrollton, GA

August 2018 - April 2019

Communications & Marketing Department: Video Production Assistant

- Set-up VTR machine for recording live and pre-recorded broadcasts to be aired on university station
- Handled lighting, teleprompter, camera operation, and ¾ broadcast quality tape recordings
- Conducted linear editing and non-linear editing duplicating commentaries for the stations archives

Additional Experience

Target, Carrollton, GA

June 2016 – Present

Sales Associate/ Cashier

- Provide excellent customer service by greeting customer and operating front cash register
- Educate customers on recent sales or special promotions
- Process transactions while managing merchandise and aiding costumers

Technical Skills & Software

Microsoft Office

Live Type

Photoshop

Final Cut X

Picasa

Compressor

Mac

JVC 500

T3i Rebel

Canon XL2

Audio Equipment

YouTube

Professional Development

Public Relations Student Society of America - Member

National Broadcast Society – Member

Chi Phi Fraternity – VP Public Relations