

Your Name

PO Box Mail Address
City, State Zip

Home/Cell/Mobile
emailname@provider.com

Summary

As a professional, experienced video editor at a major advertising agency, I desire a position with a progressive company where I am utilizing my telecommunications major, network television experience, and extensive computer skills to further my career and make a major contribution.

Experience

Company, Southfield, MI

Video News Editor, 2003 - Present

- Trimmed film segments to specified lengths and reassembled segments in sequence that presented story with maximum effect
- Evaluated and selected scenes in terms of newsworthiness, dramatic quality, and story continuity
- Edited film and videotape to insert music, dialogue, and sound effects and to correct errors, using editing equipment; reviewed edited video on monitor and made corrections
- Studied script and conferred with producers and directors concerning layout and editing to increase dramatic value and newsworthiness of production
- Tape duplication

Company, Mid-west and Canada

Production Assistant, Summer 2002

- Maintained video tape logs and coordinated distribution of production equipment

Additional Work Experience

Company, Detroit, MI

Customer Service Rep II, 2004 - Present

- Handled large call volume while maintaining accuracy, efficiency, and a positive friendly attitude; handled returns and exchanges of defective products for customers
- Answered technical questions regarding the company's radio-controlled toys and train sets; advised and proof-read art department changes to consumer packaging and product manuals
- Analyzed customer requirements for future products; assisted customers with inquiries and provided all pertinent information

Education

B.A., Telecommunications and Film, Minor: Creative Writing, 2002

Michigan State University, Lansing, MI
Radio-TV-Film production and Film Theory

Skills Summary

- Non-linear video editing: Newsbyte, Final Cut Pro, Adobe Premiere, and iMovie
- Linear video editing: Panasonic DVC Pro equipment; other tape to tape editing and playback machines, audio mixing
- Scripting software: Newstar, iNews
- ABC Newsone, CNN Pathfire
- Other software: MS Office, Adobe Photoshop