

**Permanent:**

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**Name**

Unknown@Yahoo.com

**Current:**

USC P.O. Box 00000  
Columbia, SC 29225  
(000) 000-0000

**EDUCATION:****University of South Carolina (USC) Honors College**

*Bachelor of Arts in Media Arts*, August 2006

- Minor: Interdisciplinary Studies
- Current GPA: 3.731

**RELATED  
EXPERIENCE:*****Promises Made, a documentary*****Columbia, SC*****Associate Producer, Principal Photographer******Feb. 2004 - present***

- Hand-selected by Director of documentary to serve as student producer of film
- In charge of researching and organizing history and arranging production schedule, including setting up interviews
- Featured in the 2005 Hawaii International Conference for the Arts and Humanities, 2005 Columbia College University Film and Video Association Conference, 2005 Purple Violet Film Festival at Kean University, and selected to appear in the 2006 RiverRun International Film Festival in Winston-Salem, NC

**South Carolina Educational Television (SCETV)****Columbia, SC*****Producer/Content Developer******Sept. 2005 - June 2006***

- Stage manage live shows, serve as control room assistant, operate teleprompter, and keep track of time for segments
- Research and organize production treatments for upcoming shows and documentaries
- Serve as Director of Public Relations for the show *Connections* hosted by P.A. Bennett

***Endowment Intern******May - Aug. 2003***

- Served as creator and producer for the show *Connections* hosted by P.A. Bennett
- Served as Director/Creator/Producer of the segments "Integration Generation" and "Boomerang Generation" for the show *Connections*

**WindDancer Entertainment Group****Rock Hill, SC*****Accounting Production Assistant/Accounting Intern******May - July 2005***

- Promoted from Intern to Production Assistant within one month of employment
- Worked under Director Matt Williams, Production Accountant Jackie Roberts, and Line Producer/UPM Tom Busch on the production of the film *Walker*
- Responsible for organizing petty cash, stipend, per diem and paychecks
- Organized file system, handled confidential information and answered phones
- Dealt directly with employees and businesses to ensure that bills were paid
- Arranged and organized payroll system for Payne Productions, Inc., a South Carolina based corporation for local businesses dealing directly with the film

**University Instructional Services and Technical Support, USC****Columbia, SC*****Evening Director******Aug. 2004 - Sept. 2005***

- Served as sole technical coordinator of evening classes for the Professional Master of Business Administration program for the Moore School of Business
- Responsible for overseeing the needs for 4 professors and over 60 students
- Operated cameras, telephone system and computer generator live for closed-circuit television via switchboard

**Inez Tenenbaum Campaign****Columbia, SC*****Production Assistant for Allagash Films, Ltd.******Aug. 2004***

- Served as Director of craft services, responsible for ensuring production schedule was kept according to union rules, responsible for feeding entire crew and over 30 extras

## ACTIVITIES

### **Women in Production Professions (WIPP)**

**Columbia, SC**

*Member*

*Aug. 2002 - present*

- Participated in networking group for women in the film and television business

### **Omega Phi Alpha Service Sorority, Inc., USC**

**Columbia, SC**

*Vice President of Community Service*

*May 2004 - May 2005*

- Organized the service activity schedule for 45 young women, including such projects as tutoring/mentoring with Communities and Schools of the Midlands, planning and leading activities at the Children's Hospital and assembling midwife kits for midwives in Haiti

*Member*

*Sept. 2003 - present*

## SKILLS

*Computer skills:* Windows and Mac.

*Internet skills:* Basic understanding of XML and HTML

*Editing skills:* Final Cut Pro, Photoshop and basic understanding of Avid