

WRITER

Summary

I am seeking an opportunity to give me the experience I would need to obtain a highly rewarding job in the film and documentary field. I want to work in an intellectually stimulating environment whilst being challenged and improving upon the skills necessary to move up in the professional world. A skilled student with experience working production and photography for a small business, holding leadership positions, and organizing events within small communities; providing excellent communication skills and task oriented work in both group settings and professional environments. A hardworking film student who prioritizes working on set, career, and a stimulating learning environment.

Skills

- Microsoft Office, Excel, PowerPoint proficient
- Strong verbal communication
- Quick learner
- Issue resolution
- Attention to detail
- Energetic and organized
- APA and MLA formatting
- Fact checking
- Self-motivated
- Independent worker

Experience

Writer

September 2016 to Current Company Name

- Covered many varsity sporting events as well as pieces on teams and people within the Chapman Athletics program.
- Provided analytics and insight as well as game commentary.
- Showed knowledge and experience in sports as well as eloquent writing abilities.
- Momentarily ran the Chapman fashion blog, tackling the presence of cultural differences and self-expression on campus.
- ACCOMPLISHMENTS Major projects include: recruiting clients, finding contact information, and following up on potential wholesale buyers.
- Placing the company's largest sale in history at over \$15,000 worth of discounted merchandise.
- Produced and photographed new products to enhance the brand.
- Product inspection to ensure highest possible quality.
- Inventory control: restocked and organized items as necessary and as directed for company efficiency.
- Ran many community and schoolwide events at my high school including "Rock the Vote" where we brought in political figures from all around Orange County to educate young voters and answer questions.

Production and marketing intern

April 2016 to September 2017 Company Name

- I've been working as a photographer and website designer for over a year; aiding in the production of merchandise, marketing, inventory oversight, recruiting of wholesale clients, and processing orders.
- I also spent a significant amount of time cleaning, packaging and labeling outgoing orders as well as working overtime in the evenings to ensure customer satisfaction by appeasing clientele time restrictions and pushing our own deadlines for product release dates.
- I monitored the photo studio for adequate quantities of supplies and conducted all photoshoots in a calm and professional demeanor while collaborating with buyers to guarantee product satisfaction and reliable advertising.
- Participated in conventions where skills in sales were necessary to break even after travel expenses.

Public relations officer

March 2015 to June 2016 Company Name

- Conceptualized and wrote project briefs to jump start efforts toward lack of traffic on website/media outlets.
- Created the look and feel of the organizations online presence in social media forums.
- Designed unique print materials including advertisements, brochures, and logo designs.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Coordinated community and school wide events and made sure there were no gaps in project planning.
- Was in charge of communication between student government, administration, the school's broadcast program, and the school newspaper.

March 2015 to June 2016 Company Name

- Prepared equipment for all operations.
- Verified that all information was readily available and displayed correctly.
- Created concepts for advertisements and promotional videos and carried them out thoughtfully.
- Collected data and opinions followed by the air date of the video to improve upon my own work.
- Ensured that the message of promotional strategies was received as intended and followed all guidelines.
- Communicated with the head of the news channel in a timely and organized fashion.

Education and Training

High school diploma : June 8th 2016 Northwood High School Member of World Wildlife Club Events Coordinator of Yoga and Pilates Club Executive board of Fellowship of Christian Athletes club Member of Student Forum Recipient of the Pride of the Pack Award (rewarding merit and character) Named Athlete of the Month three times 2 year captain of the varsity Lacrosse Team 1 year captain of the varsity Basketball Team 4 year varsity athlete

TV Writing and Production Documentary Filmmaking , May Freshman | Chapman University TV Writing and Production Documentary Filmmaking

Skills

Adobe illustrator, photo, advertisements, advertising, analytical skills, approach, Attention to detail, broadcast, brochures, clientele, clients, customer satisfaction, fashion, Film, government, Graphic design, graphic, inspection, inventory, Inventory control, Journalism, logo, marketing, materials, Excel, Microsoft Office, PowerPoint, Multi-media, newspaper, packaging, Photography, photographer, problem solving, project planning, quality, Quick learner, recruiting, sales, Self-motivated, unique, verbal communication, video, website designer, website