

Creative and results-driven professional with expertise in ensuring smooth production operations and contributing to creative projects. Proficient in supporting diverse aspects of film and video production, including coordinating schedules, managing equipment, and providing crucial assistance. Skilled in content creation, photo and video shooting, and editing. Well-versed in managing digital graphics, metadata, and directing visitors as needed. Proven ability to contribute to successful productions while maintaining high level of professionalism and attention to detail. Talent for researching and cataloging diverse footage, researching storylines and information for content in development and active production, and scriptwriting for narration. Capable of supporting Producers in content transition through post-production and delivery workflows.

Core Competencies

- Production Coordination
- Photography & Videography
- Video Production & Editing
- Production Support
- Equipment Management
- Creative Filmmaking
- Scheduling Coordination
- Content Creation
- Team Collaboration

Career Experience

Production Assistant, Goshen Media, New Jersey, US

2018-2022

Leveraged professional expertise and advanced skills while editing, refining, enhancing, curating, and correcting color of professional photo and video footage. Collected and documented essential production data throughout each shift. Produced comprehensive reports on production rates and inventory levels. Administered paperwork tasks, involving script duplication and distribution, agreement and timesheet collection, and contract delivery.

- Skillfully operated various video cameras, video editing systems, audio, lighting, and studio equipment.
- Contributed to set design, script rewrites, and additional assignments as directed by the producer and director.

Assistant, Ironbound Film and Television Studios, New Jersey, US

2016

Provided support in planning and preparation for the forthcoming Newark International Film Festival, including bookings, admissions, and website management. Delivered proactive assistance during board meetings.

- Performed additional responsibilities in line with the role's scope and standing.
- Executed all tasks in alignment with the festival's values and principles.

Production Assistant, Narrow way Productions, New Jersey, US

2012 – 2016

Coordinated and organized production meetings, timetables, and video shoots. Generated, maintained, and enhanced all graphic elements for video content, while collaborating with design teams for specific graphic and design requirements. Aided in digitally assembling files to construct film sequences and determine usable content.

- Utilized contemporary editing techniques to manipulate film and video footage.
- Incorporated dialogue, sound effects, music, graphics, and special effects seamlessly.

Videographer | Assistant 97.5FM, Dee Works Live, New Jersey, US

2009 – 2011

Oversaw digital graphics and metadata for the production team. Edited films and videotapes by inserting music, dialogue, and sound effects, arranging them into sequences, and rectifying errors through editing equipment.

- Provided guidance to visitors by upholding employee and department directories and delivering instructions.
- Filmed guests with consent during radio interviews.

Film Set Experience: 2017 - Video Editor & Director, Producer, 1st Assistant Camera (16mm), Director of Photography (16mm), Assistant Director, Sound Mixer, and Gaffer | 2018 - Assistant Director, Assistant Director, Gaffer, Assistant Camera (FS100), Video Editor/Director, Producer/Assistant Director, Director/Producer/Video Editor, Producer/Assistant Director, D.I.T. (Digital imaging technician), 2nd Assistant Camera/D.I. T, and 2nd Assistant Camera/D.I. T | 2019 - Assistant Director

Education & Credentials

Master of Fine Arts in Film and Video, New York University, US, 2017 – 2021

Bachelor of Arts in Video Production, Bloomfield College, Bloomfield, NJ, US, 2008 – 2013

Technical Skills: Avid Media Composer, Adobe Premiere CC, DaVinci Resolve, Final Cut Pro, Photoshop, Illustrator