

Motivated, dedicated, and ambitious professional with a broad background film and the arts seeking to step into a position that utilizes my abilities and work ethic, while allowing me to learn and move toward my goal of facilitating and producing artists dreams.

**EDUCATION****Santa Fe University of Art and Design - Santa Fe, NM.**

*Bachelor of Arts - Moving Image Arts, Cum Laude, Graduated 2006*

**RELEVANT WORK EXPERIENCE****MTI Film, Los Angeles, California**

*Product Specialist, 2015 – Present*

- Writing, producing and editing video tutorials and marketing material for MTI Film and Cortex.
- Performing demos of Cortex for studios, post production staff, and trade show conventions.
- Ongoing testing and product innovation of Cortex.

*Operations Manager, 2014 – 2015*

- Creation, coordination and delivery of dailies material for several series on a nightly basis utilizing Cortex (developed by MTI Film) as well as organizing and finishing remaining Post needs from each day's work.
- Other responsibilities included source file research, tracking and distribution, organizing and performing dubs and footage transfers, restoration elements of classic series and testing/feedback for ongoing development of Cortex.

**ElfTree Media, Los Angeles, California**

*Producer/Podcast Talent, 2013-Present*

- Organizing and spearheading ElfTree Media Projects Including Short Films, Post Production and Podcasting
- Podcast talent on 2 active series, as well as producer for 3 network shows.
- Also responsible for online presence, scheduling, talent wrangling, editorial, distribution, as well as obtaining equipment necessary to build a professional and high-caliber media network.

**DALLAS, Dallas, Texas**

*Dailies Technician, 2011-2014*

- Near-set creation, coordination and delivery of dailies and OCN media to post production facilities in Los Angeles. Responsibilities included media management, syncing and application of dailies color, transcoding and QC of many delivery files and formats, organization and delivery of paperwork, reports and shuttle drives to post.

**Reel FX Creative Studios, Dallas, Texas**

*Assistant Editor, 2010-2014*

- Assisting editors for national television commercials, animated studio features, television specials and nationally touring stage shows. Responsibilities included preparing footage for edit, creating review files of many different formats (aspect ratios, resolutions, codecs, audio configs), prepping edits for review, online, VFX and delivery, prepping sound for mixing, organizing media on the internal storage network and client/studio personnel relations.

**Tocrok Productions, Dallas, Texas**

*Post Manager, 2010-2011*

- Management and administration of company post production assets and equipment as well as assisting in office management initiatives. Responsibilities included editing content for clients such as The Dallas Mavericks, The American Heart Association and REO Speedwagon, client and vendor relations and administrative assistance for facility purchasing and invoicing.

**indoorDIRECT, Dallas, Texas**

*Systems Administrator, 2007 – 2009*

- Management and administration of restaurant digital television system containing dining room entertainment and Point of Sale Advertising across numerous Quick Service Restaurant Chains including Arby's, Wendy's, Denny's, Cici's Pizza and McDonalds.

**REFERENCES**

Available upon request