



VERTEL JACKSON II

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www.vertelproduces.com

Education

University of Central Florida

Bachelors of Business Administration '11

Concentration in Finance

Personal Skills

Self-starter

Creative Mindset

Highly Organized

Bigger-picture thinker

Knowledge of Trafficking

Knowledge of Business Affairs

Tech Skills

Adobe After Effects

Adobe Bridge

Adobe InDesign

Adobe Lightroom

Adobe Media Encoder

Adobe Photoshop

Adobe Premiere

Microsoft Excel

Google Drive

Slack

Experience

Freelance Producer/Editor

November 2016-Present

Executing projects which includes organizing pre-production including scheduling, vendor sourcing and estimating costs, running the shoot day(s), filming and executing post-production such as editing, retouching and special effects.

Editing tasks include: Importing and organizing media, log and pulling selects, changing videos to match aspect ratios for delivery to social media platforms, creating effects within videos, overcoming obstacles in the editing process by coming up with creative solutions and addressing edit revisions with clients.

ARGONAUT, Inc.

Production Coordinator/Client Accountant

February 2016-Present

Production of animated and static banners for social networks for Cricket Wireless.

In charge of financial controls for Cricket Wireless account including but not limited to vendor payments, maintaining project budgets to adhere to estimated costs.

Voila Auto Group

Assistant to the Controller

November 2010-July 2015

Overseeing all accounting transactions at all car sales locations, generated customized ad-hoc reports i.e. sales commissions and payables, operational support tasks including vendor management & reconciliation