**Cinema and Media Arts Production**

# **General Grizzly**

Lawrenceville, GA 30043 | 678.407.5702 | careerservices@ggc.edu |linkedin.com/in/sherriegoodman

Portfolio: Insert e-portfolio url here

## Education

**Bachelor of Arts in Cinema and Media Arts Production: Design and Production GPA: 3.9**

Georgia Gwinnett College – Lawrenceville, GA Anticipated Graduation: May 20XX

**Honors & Awards:** Dean’s and President’s List (20XX – 20XX); Film Club Member of Year (20XX)

## Leadership & Student Involvement

**Vice President, Film Club** – Georgia Gwinnett College – Lawrenceville, GA 20XX – 20XX

* Edited videos and photographs submitted for special student-led events on campus
* Led bi-weekly meeting with fellow members to schedule coverage of campus events
* Represented the student body at commemorative events for alumni and faculty/staff

## Internship Experience

**Shoot Production Intern, Turner – Atlanta, GA January 20XX – April 20XX**

* **Assisted producers with photo studio shoots and serve as on set production assistant**
* **Shopped for crafts service props and wardrobe, create shoot schedules, estimates and call sheets**
* **Reviewed scripts and gain insight into photography role of public relations and marketing**
* **Performed administrative tasks including creation of shoot ID, photographer contracts, model releases, and certificates of insurance and invoicing**
* **Observed all aspects of shoot production, complete photo process and post production**

**Camera Assistant Intern, Me & My Inc. – Atlanta, GA November 20XX**

* **Provided set assistance for a Home Entertainment 4-week shooting project**
* **Conducted camera operation, production runs and production related research**

## Work Experience

**Store Associate/Key Holder, Express – Lawrenceville, GA January 20XX – Present**

* Create weekly work schedules for approximately 10 part-time employees
* Train new employees on exceptional job performance and exceed customer expectations
* Manage shipping, receiving and display of all store merchandise
* Demonstrate professionalism and quality customer service with patrons and employees

**Wedding Videographer Assistant – Grizzly Photography - Duluth, GA June 20XX – Present**

* Provide assistance to wedding videographer for approximately 4 weddings each month
* Offer innovative ideas when assisting with staging, camera operation and editing
* Attend consulting meetings with videographer and clients to ensure quality services rendered

## Skills

* Bilingual – Fluent in English and Spanish
* Basic proficiency in Mac and PC software
* Intermediate proficiency in Microsoft Word, Excel and PowerPoint
* Familiar with Adobe Photoshop and Premiere, Final Cut Pro