

Kate Sheldon
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Career Summary: Applied passion for communications to positions in corporate video and customer service. Computer-savvy problem solver, with proven ability to pick up new workflows on the fly. Proficient with Adobe Creative Suite, Final Cut Studio, and Microsoft Office. Establishes priorities and remains attentive to details while handling diverse tasks. Has demonstrated consistent results in a fast-paced production environment.

Experience:

Video Editor at Sparkworks Media, Seattle, WA, www.sparkworksmedia.com

Per-Project Employment (averaging 54 hours per month), May 2009 – November 2009

Part-Time Employment (20+ hours per week), May 2008 – February 2009

- Edited marketing, business communication, training, and fundraising videos with Final Cut Pro. Flexibly switched between individual work and team projects, proactively finding places to provide assistance.
- Supported senior editors by designing and processing graphics in Adobe Photoshop, After Effects, and Motion. Used strong communication skills to make sure project assets were compatible, consistent, and ready on time.
- Proofread scripts and onscreen graphics prior to inclusion in final videos. Composed routine correspondence with teammates and clients.
- Learned new technologies and solved problems to keep projects on track. Used both Mac and Windows workstations on a daily basis as tasks demanded.
- Authored DVDs with motion menus, compressed videos for YouTube, and submitted files by FTP.
- Completed general office tasks such as organizing project assets and implementing established procedures for backing up and storing data. Sorted physical backup media to make older files more accessible.

Education Assistant at Woodland Park Zoo, Seattle, WA, www.zoo.org

Seasonal Employment (15 hours per week), May 2008 – September 2008

- Contributed to the acquisition of over \$2000 for environmental conservation by accepting direct donations and selling bracelet kits. Handled cash and filed reports daily on funds collected and contacts made.
- Enthusiastically carried out all tasks with minimal supervision. Commended as a self-starter.

Education Intern at James Madison Art Collection, Harrisonburg, VA, www.jmu.edu/madisonart

January 2007 – May 2007

- Assisted Educational Director by preparing spaces and organizing materials for student field trips.
- Greeted and guided visitors to the Art Collection Gallery.

Volunteer 3D Animation Tutor at James Madison University, Harrisonburg, VA, cvpa.jmu.edu

August 2006 – December 2006

- Managed computer lab on weekly tutoring nights, monitoring visitors and troubleshooting software issues.
- Listened carefully to student problems and explained solutions in clear language.

Education:

Bachelor of Science, Summa Cum Laude

May 2007 James Madison University, Harrisonburg, VA

Major in Media Arts - Digital Video Concentration

- Flagbearer at Graduation for College of Visual and Performing Arts
- Overall Academic Excellence Award in the School of Media Arts & Design
- 2004 Arts Committee Volunteer of the Semester