

# Resume Customer

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## PROFESSIONAL PROFILE

Works effectively as a team member and works very well under pressure - Extensive knowledge of overseeing post production show edits - Exceptional skills in set design, digitizing, editing, script writing and building show formats - Inspires others to achieve better quality, responsiveness and commitment

## PROFESSIONAL EXPERIENCE

### Freelance Art Director

2008-2009

Black Entertainment Television/American Latino  
New York, New York

Facilitated the creative vision for all BET and BET interactive specials; was responsible for budget and schedule of set dressing; maximized the budget allocated for each set.

### Segment Producer

2007-2008

BET.com/Broadband  
New York, New York

Was responsible for production development and managed all "onBlast" shows; Delegated various production tasks to Production Assistants and supervised overall production; Added assets into the "Content Management Application (CMA)"; Created and executed the online promotion calendar for the BET.com homepage and show page; Managed show budget; Developed written project documentation (i.e., treatments, creative briefs and production schedules); Hired project-based staff and managed project from conception to launch; Handled vendor/talent contracts.

### Producer

2006-2007

BETJ  
New York, New York

"My Model Looks Better Than Your Model" - Oversaw post production edit sessions, built show formats, cue sheets and log footage; Created photo shoot themes and other creative ideas ; Field Produced the "shopping" segments with individual contestants; Logged footage for edit sessions; Produced "Real Life Divas"; Interviewed Veronica Webb; Field Produced for the "Veronica Webb" episode.

### Producer

2001-2006

Black Entertainment Television  
New York, New York

Produced the following: BET Presents: "A Mother's Gift"; "After Dark" (formally known as "Midnight Love"), "Uncut," "BET Late" and the special, "A Day with Bow Wow". Served as Associate Producer, oversaw post production edit sessions, wrote scripts and floor produced "Bet.com Countdown" with host Ray J and "The Center" with Julissa. Built show formats, cue sheets, log footage.

## **Production Assistant**

2000-2001

Black Entertainment Television  
New York, New York

Prepared Chyron formats; Assisted Chyron operator with graphics, Stringer Reel Sheets for "106 & Park", AM@BET, INY (BET); Assisted tape operator with Chyron information; Prepped audience members for "106 & Park"; Assisted with "Videolinks" show concepts.

## **Acting Associate Producer/Production Assistant**

Aug 2000-Dec 2000

Black Entertainment Television  
New York, New York

Obtained and edited clips in support of all BET shows as well as celebrity appearances for AM@BET

## **EDUCATION**

Columbia College, Chicago, IL - Bachelor of Arts, Communications/ Television Productions

Lincoln College, Normal, IL - Associate of Arts, Liberal Arts

## **SKILLS**

- Proficient in the use of Apple Final Cut Pro and Avid Xpress Media Composer. Extensive knowledge of Leitech VR 300.
- Specialization in illustration utilizing both digital and traditional media
- Experienced in web site design, creation, and preparation of images and graphics web deployment
- Project Management. Post production edit sessions

## **Other Related Experience**

### **Prop Designer/Set Dresser**

BET's "Spring Bling" Design Concept (2002 & 2003), "The L-Bow Room (2004), "106 & Park's Thanksgiving Special with Destiny's Child(2004)," "BET's Christmas Special(2004)," "106 & Park's" Christmas (2004), and Valentine's Day shows (2005)", "106 & Park's" Halloween, Thanksgiving, Christmas Shows and "Tigger's Birthday" Show(2005), "Rap City" Christmas, "The Center" Christmas Sets, 106 & Park's "Carnival On 106" show (Feb. 2006), 106 & Park's "Pimp My Dorm Room" contest (Sept. 2008), 106 & Park's" 106 & Party-New Year's Eve Special, (Dec. 2008), *Black Entertainment Television (NY, NY)*, American Latino TV (Feb. 2009), *American Latino Television*, BET.com's "On the Line" game show (April 2009), *BET Interactive/Black Entertainment Television (NY, NY)*

**Production Assistant**, "Spring Bling's Skirts VS Skins", Black Entertainment Television (NY, NY)

**Acting Associate Producer/ Production Assistant**, "BET:INY", "AM@BET", "BET.com Countdown" Black Entertainment Television (NY, NY)

**Editor**, "S.T.A.G.E! Stand Tall and Get Excited" and "In Focus with CPS" (Chicago, IL)

## **References**

Anonymous Person, BET

- email@address.com

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