

“ I am an organized, efficient and detail-oriented individual, seeking opportunities to work hard and love what I do.”

EDUCATION

BOSTON UNIVERSITY

2008

Bachelor of Science: Film and Television/Concentration in Film
Minor in History
3.56 GPA, Magna Cum Laude

EXPERIENCE

SAMARITAN'S PURSE

2016 - Present

Production and Video Projects Coordinator

- Maintain open and clear communication throughout department
- Serve as liaison between interdepartment managers and directors
- Create and oversee project timelines and workflow
- Facilitate production and post production processes
- Coordinate asset delivery from concept to completion (700+ annually)

HUME LAKE CHRISTIAN CAMPS

2008 - 2016

Video Producer

- Hired and supervised support staff
- Designed onboarding materials and processes
- Trained all seasonal video and photo staff
- Organized and managed photo/video archive and assets
- Managed and co-produced all company video projects (300+ annually)
- Oversaw budget and daily operations
- 1st Assistant Director of all large company productions
- Camera Operator and Editor

HUME LAKE CHARTER SCHOOL

2010-2015

Paraprofessional Teacher

- Taught video production
- Established original curriculum and syllabus

BOSTON UNIVERSITY OFFICE OF FAMILY RESOURCES

Fall 2005 - Winter 2007

Office Assistant

- Organized and managed computer databases of program participants
- Researched and compiled outgoing referrals to faculty and affiliates
- Assisted staff and faculty in finding quality childcare

SKILLS

LANGUAGES

English
Spanish (Conversational)

SOFTWARE & EQUIPMENT

Adobe Suite
Final Cut Pro 7
DVD Studio Pro
Avid Xpress Pro
DaVinci Resolve
FileMaker Pro
Microsoft Office
Workfront
Canon
Sony
Panasonic
BlackMagic
Macintosh
Arri Lighting

TRAINING

COLSON FELLOW

2019 | The Colson Center For Christian
Worldview

DIMENSIONS OF THE FAITH

2018 | Gordon Conwell Theological
Seminary

INTERESTS

Culture
Photography
Travel
Reading
Discipleship & Mentoring
Design
Organization
Children & Family Ministry