

## EXPERIENCE

### CREATIVE MANAGER

Bodhi Culture, Los Angeles, CA / Jan 2019 - Present

- Lead project research/development; direct creative workflow; coordinate schedule with creative team. Oversee website and social media accounts. Monitor creative projects; ensure tasks are 100% complete. Increase engagement & following.
- Manage entire production process; provide help desk/technical support. Delegate tasks to creative team and create high quality, engaging content. Establish project plans via market research/SEO analysis. Secure data & content in hard-drives.
- Handle content development and media management including website design; digital graphic design; setting up and maintaining social media accounts; social media/content creation, copywriting, video editing, editing promos/trailers, creating animated and live action shorts, curating/editing photos, writing blogs & media content for a variety of projects.
- Create, review, approve all creative content: art/design layouts, copywriting, pitch decks, presentations, and update the weekly/monthly progress reports for the CEO & Board for final approval. Support the company's mission & brand identity.

### CREATIVE CONTENT CREATOR, MEDIA MANAGER & SOCIAL MEDIA MANAGER

Freelance New York, Boston, Los Angeles / June 2012 - Present

- Develop and manage online content; post diverse media to Twitter, Instagram, TikTok, Facebook, Youtube, Pinterest, etc. Edit and produce: live sports games/tournaments/highlights, special events/interviews, reels/promos/teasers/trailers, etc.
- Remotely handle graphic design; content creation; video editing; media managing; social media posting and managing. Conceptualize diverse content; show resourcefulness/reliability, and unique creativity for various brands, styles and voices.
- Create with a collaborative spirit from conceptualization to project management execution. Develop an efficient posting schedule and increase audience engagement/following effectively. Produce clean, on-time, same day and/or week edits.
- Past gigs include, but not limited to film/music/education/sports media companies and film/music production industries: Geico, VAEFF, TangoLight Films, Mars Vista Entertainment, Amazon Prime, First Scout Productions, RISE, Athlete Ally. Primarily work directly with the CEOs, executives, founders, team leaders, project managers, the owner-artists and more.

### CINEMATOGRAPHER, VIDEO EDITOR & SOCIAL MEDIA MANAGER

Emerson College, Boston, MA / Jan 2014 - Dec 2016

- Filmed Emerson College Athletics sports for the men's teams & women's teams : Basketball, Volleyball, Soccer, Lacrosse.
- Edit and produce: live sports games/tournaments/highlights, special events/interviews, reels/promos/teasers/trailers, etc. Conceptualize content and a diverse style for Emerson Athletics. Produce clean, on-time, same day and/or week edits.
- Create and manage online content; post diverse media to Twitter, Instagram, Facebook, Youtube, Vimeo, Snapchat, etc. Remotely handle graphic design, content creation, video editing, media managing, social media posting & managing.

## ADDITIONAL SKILLS

- Balance. Talent for self motivation & reliable independently; perceptively collaborates as a hard working team member.
- Focus. Excellent verbal communication and consistent written professionalism; strong listening capacity & eye for detail.
- Open-Mind. Receptive, transparent & decisive demeanor; energetically goal oriented for the present and for the future.
- Positive. Intrinsic ability to confidently communicate to, connect with, & interact fluidly with many unique personalities.
- Versatility. Able to multitask multiple tasks & prioritize time effectively; manages workflow efficiently with adaptability.
- Tech expertise: Adobe Creative Suite (Premiere Pro, Photoshop, Lightroom, Adobe After Effects, Illustrator, InDesign, XD), Canva, Final Cut Pro 7/X, MovieMaker Mac/PC, Microsoft 365, G-Suite, Keynote, Instagram, Youtube, Tiktok, Facebook, Twitter, Snapchat, Pinterest, Vimeo, Squarespace, Wordpress, Wix, Asana, Slack, Sharepoint, Smartsheet, Mailchimp, etc.

## EDUCATION

- Boston, MA - Emerson College
- BA: Visual Media Arts Writing & Production - Film & TV (Dec 2016)
- Minor: Psychology (Dec 2016)