

RÉSUMÉ WRITING

Sample Résumé: Film Production

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OBJECTIVE

To secure a full-time summer internship as a Broadcast Technologist with the Canadian Broadcasting Corporation in which I can contribute my almost 2 years of experience in media broadcasting to supporting the work of the CBC in engaging, informing and connecting Canadians.

RELEVANT EXPERIENCE

CG and Graphics Operator

Jan 2016 – Present

teenztalk, RogersTV, Richmond Hill, ON

- Meticulously reviewed all show data, text, statistical graphs, pictures, and logos for errors and input them into a graphics program prior to the live show, resulting in zero graphical errors during live broadcasts since January.
- Demonstrated the ability to meet tight deadlines by completing each graphic board in the allotted time, thereby saving time for more essential broadcast activities.

Theatre Team Captain

Oct – Nov 2015

Montreal International Documentary Film Festival, Montreal, ON

- Was praised by the Festival's Logistics Manager for my effective troubleshooting skills in dealing with time-sensitive logistical problems in the Festival's downtown venues.
- Mentored and motivated a team of 8 Festival volunteers, delegated tasks to them, and ensured that these tasks were completed appropriately to the Venue Manager's satisfaction.
- Exhibited effective problem-solving and communication skills by attentively listening to theatre patrons' concerns and responding to them accordingly; became known among staff/volunteers for being able to handle difficult patron situations with tact and diplomacy.

VTR Operator

Jan – July 2015

daytime, RogersTV, Toronto, ON

- Set up and arranged video tapes in a specific order prior to the show, operated VTR equipment to record and play back the program, and monitored video and audio levels during the recording which resulted in a consistently smooth and problem-free live broadcast
- Effectively cued and prepared video inserts into the program at a specific time-code as indicated on the run-sheet; was commended by Director for having "a keen eye for detail and an uncanny ability to stay cool under pressure"
- Gained experience in nonlinear editing applications including Final Cut Pro and Adobe Premiere Pro

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EDUCATION

Honours Bachelor of Fine Arts in Film Production
York University, Toronto, ON

Expected in 2018

RELEVANT COURSES

Film and Video Production
York University, Toronto, ON

Fall/Winter 2016

- Exhibited the knowledge and experience to colour correct an image by reading and working with Waveform monitors and Vectorscopes, which resulted in creating accurately balanced film images.
- Demonstrated an aptitude for working with a variety of audio equipment by accurately adjusting the volume to an appropriate tone in order to avoid distortion or peaking of sound.

Introduction to Filmmaking
York University, Toronto, ON

Fall/Winter 2014

- Gained solid knowledge to operate film projectors, mainly for Super8 and 16mm film.

TECHNICAL SKILLS

- 2 years of hands-on experience using Final Cut Pro, Final Draft, Adobe Premiere Pro/After Effects
- Proficient in Mac and PC environments with Microsoft Office (MS Word, Excel, PowerPoint and Access), and Adobe Photoshop-CS4 and InDesign-CS5

ADDITIONAL EXPERIENCE

Cashier/Customer Service Representative
Cinnabon, Toronto, ON

June 2012 – August 2014

- Showed flexibility by quickly mastering the 3 key roles of Roller, Mixer and Cashier within 2 months which enabled store manager to easily cover team absences
- Trained new team members on customer service skills including greeting guests and discussing solutions for potential customer service issues
- Earned the title of “Speedy Gonzales” for having one of the highest record of rolled cinnabons in one hour and for my reputation of having the fastest cash line served during rush hour
- Displayed aptitude for repairing technical issues with the cash registers and debit/credit card machines; was often called on to troubleshoot in the absence of a manager