

James Glast

Digital Creative |

Anytown, Oregon
(123) 123-1234
example.email@gmail.com

EDUCATION

Oregon State University, Corvallis, Oregon — *Bachelor of Fine Arts - Digital Communication Arts*

March 2020 - September 2023

RELEVANT EXPERIENCE

Media405, Remote (Los Angeles) — *Intern*

August 2023 - PRESENT

Conceptualized and assisted in the development of advertisement pitches for clients, demonstrating creativity and strategic thinking. Additionally, completed various overflow tasks, showcasing adaptability and a strong work ethic. Participated actively in meetings, providing key insights into customer experience with the company's new website design, contributing to the improvement of user interface and user experience.

Orange Media Network, Corvallis, Oregon — *Volunteer Production Assistant*

October 2022 - February 2023

Set up and operated camera equipment according to the director's instructions, demonstrating technical proficiency and attention to detail. Assisted with the lighting design and setup using LED panels and DMX controllers, showcasing knowledge in lighting techniques and equipment. Ensured the quality of the video and audio output during the live broadcast, maintaining high production standards.

Media Hub, Corvallis, Oregon — *Special Projects Associate/Internship*

June 2021 - April 2023

Produced and created a series of 8 interviews for their marketing campaign that focused on their customer satisfaction going into a rebrand, demonstrating storytelling skills and understanding of brand messaging. Operated camera and audio equipment, showing technical expertise. Edited footage using Adobe Premiere Pro, and added graphics and music using Adobe After Effects and Audition, showcasing proficiency in post-production software. Continued working at Media Hub after the internship and assisted in their transition.

SKILL SETS

Media production: Proficient in Adobe Creative Suite (including Adobe Acrobat Pro, Photoshop and Illustrator), Maya, Microsoft Suite (Word, Excel and PowerPoint) etc. Hands-on experience using a Mirrorless DSLR to record, produce and edit both video and audio. Media file management and media archiving.

Creative support: Able to provide creative feedback and suggestions for pitches, screenings, story and note sessions, etc. Has common sense, is dependable and able to maintain professional discretion.

Communication: Excellent written, verbal and interpersonal communication skills, with the ability to work independently or collaborate effectively with diverse teams of writers, directors, showrunners, and other creative professionals. Able to positively receive feedback and creative direction.

Organization: Detail-oriented and organized, with the ability to manage multiple projects and tasks simultaneously and meet deadlines.

AWARDS

Summa Cum Laude,
graduated with a 3.91 GPA

OTHER EXPERIENCE

Gao Vietnamese Kitchen, San Francisco, California — *Runner/Server*

July 2023 - PRESENT

Provided top-notch service, maintaining cleanliness and managing multiple tasks efficiently. Assisted with orders, communicated them accurately to the kitchen, and served promptly. Demonstrated menu knowledge, handled customer inquiries professionally, and ensured satisfaction. Collaborated with the team for seamless service and adhered to safety regulations.

Pendleton Woolen Mills, Portland, Oregon — *Customer Service Representative*

2019 - 2020

Delivered top-tier customer service, promptly resolving inquiries. Managed phone communications professionally and courteously. Assisted customers with product selection and processed orders/returns. Kept up-to-date with product inventory and promotions. Utilized CRM software for seamless customer interactions. Participated in team meetings and training for continuous improvement.

Northwest Staffing Agency, Portland, Oregon — *Temporary Staffing Associate*

2019 - 2020

Offered versatile support to multiple businesses, including packaging at Craft Brew Alliance and security provision at Moda Center for NBA games and concerts, among others. This diverse experience led to a Customer Service role at Pendleton Woolen Mills.

RELEVANT COURSEWORK

Studio & Multi-Camera Production:

Acquired hands-on experience in studio production and multi-camera operations, honing technical skills and teamwork. Directed a 30 minute studio broadcast news program for the final project.

Motion Design Foundations:

Learned the fundamentals of motion design, creating dynamic and compelling visual content.

Digital Core Studio:

Gained comprehensive knowledge in digital arts, focusing on the core principles and techniques.

LANGUAGES

English — *Native*

German — *Beginner-Intermediate (B2)*

Spanish — *Beginner (A1)*

SKILLS

Creative Skills

Mirrorless DSLR - 5 Years

Visual Communication - 4 Years

Storytelling - 4 Years

*Adobe Illustrator - 3 Years

*Adobe Photoshop - 3 Years

*Adobe Premiere Pro - 3 Years

*Design - 3 Years

Videography - 3 Years

Script Writing - 3 Years

*Production Process - 2 Years

Creative Writing - 2 Years

Branding - 2 Years

*Adobe After Effects - 1 Year

Podcasting - 1 Year

Adobe InDesign - <1 Year

Maya 3D - <1 Year

Non-Creative Skills

Microsoft Office Suite - 18+ Years

Customer Service - 10+ Years

*Collaborative Teamwork - 10+ Years

*Professional Communication - 10+ Years

*Phone Manner - 5+ Years

Academic Writing - 4+ Years

*Client Communication - 1 Year

Problem Solving - 5+ Years