ROBERT SMITH

Sr. Production Intern

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SUMMARY

Cortney is a current undergraduate student at the University of Michigan in Ann Arbor. Pursing a Screen Arts & Cultures degree with a focus in Broadcast Journalism in the College of Literature, Science & the Arts. Cortney serves as an active member in several clubs around campus including the Lloyd Hall Scholars Program and WOLV-TV.

CORE COMPETENCIES

All major social media outlets including Twitter, Facebook.

PROFESSIONAL EXPERIENCE

Sr. Production Intern

CNN Documentary Unit - 2015 – 2020

Key Deliverables:

- Responsible for editing station in the Nation.
- Learned how to Affairs diplomacy office, duties as a with doing editorial videos in premiere, transcribing produce content material in a fast pace multi-media assistant included assisting research, transcribing tapes and handling graphic environment.
- Assisted the video journalist filmmakers, photography, researching, interviews, researching design assignments in and photographers in the field daily.
- Assisted the web producer with putting member worked on a project called The logging video clips.
- Responsible for editing video stories on the stations website.
- Served as personal assistant to the former White House Press Secretary, contacted correspondents and screened emails.
- Operated all social media accounts.

Production Intern

Delta Corporation - 2011 – 2015

Key Deliverables:

- Developed hands-on experience and honed technology skills while working in a television studio and behind the scenes in the control room Helped .
- Create hangtags, package jewelry, organize earring trees and create jewelry bags Assembled various necklaces Picked up different materials, stones, .
- Assemble multiply jewelry components Package and inventory different pieces to keep up with orders Responsible for picking up orders in the Diamond .
- Organized office paperwork and distributed call sheets Delivered cast rental cars to and from set Maintained daily office inventory.
- Evaluated the supply chain of distillery and provided valuable recommendations to aid in the improvement of the flow of materials in combination with .

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- Interfaced with senior management to develop a supplier quality and due date adherence matrix for the procurement division, which resulted in on time .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- cultural anthropology - (University of Cincinnati)

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