

Barbara Steele

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OBJECTIVE

To obtain work as a freelance Production Assistant or an entry level staff position.

PROFESSIONAL EXPERIENCE

Editor/Sales: "Skate Wilmington 2008," Productions East Video, July 26th 2008

Editor: "2008 Liberty Skating Competition," Productions East Video, July 15th – 19th 2008

Production Assistant: "Dollar Store 2," D4 Creative Group, January 2005

Production Assistant: "Holiday Portrait," D4 Creative Group, October 2004

INTERNSHIPS

Belvedere Entertainment: July 2008 to Present

D4 Creative Group, Post-Production Intern: July 2004 to January 2005

Duties: Assistant AVID editor, digitizing tapes, dubbing tapes, maintaining tape library

QUALIFICATIONS

- o Punctual, dependable, organized and professional.
- o Enthusiastic and quick to learn new skills.
- o Willing to work long hours and under pressure.
- o Excellent research and writing skills.
- o Excellent customer service skills.
- o Experience with all stages of production, from pre- to post-production.
- o Experience with the technical side of theater productions (lighting, sound, and set construction).
- o Excellent computer skills (both PC and Mac) and knowledge of a wide variety of programs including the Microsoft Office Suite, AVID Media Composer, Adobe Photoshop, and Adobe Premiere.
- o Knowledge of Philadelphia and its surrounding areas.
- o Excellent driving record.

OTHER WORK EXPERIENCE

University of Pennsylvania Biomedical Library: Internship, Instructional Technology, October 2007 to June 2008

Borders Books: Bookseller, Inventory, Special Orders Coordinator, February 2005 to November 2007

CVS: Part Time Sales Associate, June to August 2003, September 2004 to January 2005

Waterfront Square Condominiums & Spa: Administrative Assistant, October 2003

Freelance and Part Time Web & Graphic Design: 1997 to 2000

EDUCATION

Temple University, May 2004

B.A. Greek, Hebrew & Roman Classics

GPA: 3.8, *summa cum laude*

VOLUNTEER WORK

Main Line Rotaract: 2006 to Present

Secretary 2007-8; Web Resources Manager 2007 to Present

<http://www.mainlinerotaract.org>

REFERENCES

Available upon request.