

AMY L. HELD



CONTACT

7861 S Kittredge Circle
Englewood, Colorado 80112
t: 443-340-7593 || e: amyheld@gmail.com

EXPERIENCE

Self - Employed

Denver, CO
August 2018 - Present

Production Assistant

- Assist where ever needed on productions.
- Office duties include: assisting with answering phones, filing paperwork and data entry, arranging lunches, dinners and transportation reservations, photocopying, general office administration, and distributing production paperwork.
- On set duties include: acting as a courier, helping to keep the set clean, distributing call sheets and safety notices.
- On location shoots include: coordinating extras and perform crowd control duties.

Nexstar Media Group Inc.

Hagerstown, MD
January 2018 - Aug 2018

Digital Marketing Specialist

- Sell commercial air time for WDVM Television.
- Negotiate, creatively package, service, and grow annual advertising campaigns.
- Produce commercials for clients/ businesses.

Ventana Productions

Washington, DC
January 2017 - January 2018

Coordinating Producer For: Michelle Malkin Investigates - Season 2

- Managed team schedule(s) and priorities to ensure effectiveness of all tasks.
- Organized and assisted all production files and releases for the show.
- Managed all office needs, in addition to providing staff with resources and budget management.

August 2016 - January 2017

Associate Producer for Michelle Malkin Investigates - Season 1

- Edited teases, promos and behind the scenes footage.
- Provided support for all video pre-production, production and post- production efforts.
- Ensured all assets meet content and legal approvals.

Comcast Newsmakers

Radnor, PA
April 2015 - May 2016

Associate Graphics Coordinator

- Prepared graphics prior to going live on the shows.
- Lead controller on graphics timing on program appearances.

October 2014 - April 2015

Associate Camera Operator

- Operate guest camera.
 - Gaining an understanding on how to properly run a production.
-

EDUCATION

Cabrini University

Graduated 2016
Scholar Athlete - GPA: 3.5

Bachelor of Arts, Concentrations: Mass Communications

- NCAA Division III, Basketball
- NCAA Division III, Soccer
- NCAA Division III, Tennis
- CSAC (The Colonial States Athletic Conference) All-Academic Team

SKILLS & EXPERTISE

- Strong organizational, problem-solving, project and time management.
- Proficiency in all Adobe Creative Suite Programs (Final Cut Pro, Premiere, Photoshop, Illustrator, Light Room, InDesign, Adobe After Effects)
- Experience in content creation for social media channels: Facebook, Instagram, Twitter, Tumblr and Pinterest
- Adept technical skills in video, audio, post production; mastery of still and motion graphics design, photography with professional cameras
- Strong design and implementation skills: scripts, storyboards, videos, graphic design, and company-wide branding templates.
- Experience in both traditional and digital marketing strategies, operations, and performance goals