

Diana Prince

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SUMMARY

Film and Media Culture graduate with an expertise in digital planning and production for diverse audiences as well as project management methods within the nonprofit industry. Seeking a digital media role that will leverage my experience and provide professional growth and challenges within a team-based environment.

PROFESSIONAL EXPERIENCE

Office Manager December 2016 – Present
Brooklyn Academy of Music New York, NY

- Project manage fundraising efforts including event preparation, ticketing website design and management, and printed collateral resulting in events that have raised over \$800k for relief programs
- Process gifts in Salesforce and perform donor relation management utilizing communication strategies
- Coordinate travel, lodging and schedules for 7 staff employees at all fundraising events

Stagehand October 2016 – December 2016
Steiner Studios New York, NY

- Prepared sound stages and off-set facilities for digital productions of high-visibility clients such as HBO, Adidas, Huffington Post, and the New York City Ballet
- Provided on-demand troubleshooting of hardware including cameras, lighting, sound equipment as the primary point of contact for all productions
- Assisted in receiving and packaging of all hardware to ensure proper audit trails and zero loss of assets

English Language Conversation Assistant October 2015 – July 2016
Academia Oxford Sevilla, Spain

- Taught 130 students across 9 entry-level courses in basic English language skills including spelling, grammar and conversation for non-native speakers
- Implemented customized educational programs using Smartboard technology to keep attention and drive diverse English learning experiences

Associate Producer September 2013 – July 2015
The Film Collaborative New York, NY

- Produced more than 50 webcasts and education videos ranging in length between 2 and 8 hours each for audiences of up to 1,000 students and professionals
 - Led scripting and editing across all projects using Adobe Premiere and After Effects to ensure consistent messaging and branding, and develop engaging content throughout each video and webcast
 - Provided project planning and technical expertise when evaluating new opportunities for production
 - Organized inter-departmental meetings to discuss program budgeting and scheduling availability
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EDUCATION

Bachelor of Arts in Film and Media Culture May 2012
USC School of Cinematic Arts Los Angeles, CA

SKILLS

Microsoft Office Suite, Adobe (Premiere, Photoshop, InDesign, Illustrator, After Effects), Final Cut Pro