

# Elizabeth Hester

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## Digital Media Producer

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### Videography | Photography | Editing

Creative and ambitious digital arts professional with over three years of field experience assisting production teams on films and television shows. Ability to think quick and problem solve promoting efficiency. Expertise in industry standard production equipment, editing software and communications.

## PROFFESIONAL EXPERIENCE

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### Free-Lance - Oklahoma

July 2016 - PRESENT

#### Production Assistant

Responsible for various aspects of production including data entry, meal coordination and transportation reservations, as well as, general office administration and distribution of production paperwork.

- Networks worked for include ABC, Discovery, Travel, CNN, Oxygen, Food, Facebook and NBC.

### Rosemary Productions LLC – Oklahoma City, Oklahoma

July 2017 - PRESENT

#### Owner and Operator

A wedding media production business specializing in event videography and photography.

- Responsible for obtaining clients as well as producing and editing content.

### OCCC Film Equipment Rental – Oklahoma City, Oklahoma

January 2016 – August 2017

#### Front Desk Agent

Used strong communication skills to collaborate with team members to ensure efficient guest service.

- Created and maintained office forms and procedures to assist with administrative tasks.

## EDUCATION

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### Bachelor of Science – General Studies – University of Central Oklahoma

Graduated – December 2019

### Associates of Arts – Digital Cinema Production – Oklahoma City Community College

Graduated – December 2017

## PROFESSIONAL SKILLS

- Proficiency of Adobe Creative platform (Premiere Pro, Lightroom, Illustrator, After Effects)
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10 and Mac OS X.
- Outstanding organizational, multitasking, and problem-solving abilities.