



Joseph Mack

EXPERIENCE

February 2017 - Current

Freelance Video Editor Affinity's Touch Media | Guthrie, OK

- Edited video by adding graphics, titles, audio and special effects.
- Analyzed video content for quality control and editorial corrections.
- Maintained professionalism through active listening and by accepting constructive criticism with poise.
- Managed graphics, sound, music and color corrections for videos.
- Transformed footage and assets to create compelling, effective videos and content.
- Uploaded final cuts to content management systems and client platforms.
- Collaborated with creative team and director to ensure alignment between artistic vision and editing requirements.
- Collected data from camera media, transcoded video and audio files and managed file backup systems.
- Implemented keyframe animations effectively within content to drive intended narrative.

January 2006 - Current

Assistant Director Mack's Final Frontier Child Development Center | Guthrie, OK

- Oriented, trained, and directed staff to achieve objectives.
- Mentored new employees on industry practices and business operations.
- Managed schedules by completing work accurately and on time.
- Monitored team compliance with safety and health guidelines.
- Oversaw staff, financials and key performance indicators to manage business operations.
- Coached and guided direct reports on day-to-day operations and company policies and procedures.
- Improved training to reduce knowledge gaps and eliminate performance roadblocks.
- Handled incoming and outgoing mail, email and faxes.
- Cultivated and maintained positive relationships with employees and freelance personnel.
- Directed special projects and daily operations.
- Produced and distributed memos, newsletters, email updates and other forms of communication.
- Established budgets and tracked expenses to drive operational efficiency.
- Improved staff morale by optimizing workload to support work-life balance.
- Oversaw recordkeeping and reporting efforts to satisfy document processing guidelines.
- Provided informational resources on promotions and services.

📞 405-938-5594

✉️ AffinityTouch@outlook.com

📍 Guthrie, OK 73044

SUMMARY

Hardworking and reliable video editor with strong ability in video editing and visual effects. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS

- Photography
- Adobe Premiere CC expertise
- Sequence selection
- Premier Pro and FCP7 expertise
- Adobe CS6 proficiency
- Shooting live video
- Technical troubleshooting
- Work ethic
- Reliable and trustworthy
- Leadership
- Troubleshooting
- Customer service
- Deadline-driven
- Sound editing
- Color correction and grading
- Narration mastery

WEBSITES, PORTFOLIOS, PROFILES

www.affinitystouch.com

EDUCATION AND TRAINING

May 2020

Certificate of Certification | Broadcast Video Production
Francis Tuttle Technology Center - Rockwell, Oklahoma City, OK

- Completed professional development as a Adobe Certified Associate
- Business Professional of America Member
- 2nd place media production recipient B.P.A. state competition
- 3rd place teams recipient B.P.A. state competition

A.H.A. First -Aid Cpr AED Instructor | AHA Instructor
Meridian Technology Center, Stillwater, OK

March 2015

Associate of Science | Clinical Laboratory Technology
Rose State College, Oklahoma City, OK