

Michelle C.
Dunlap
B.A., ACP

SUMMARY

Seeking a position where **digital video editing** and **post-production** skills and experience will add value. Accustomed to long hours in pursuit of high quality programming.

SPECIAL SKILLS

Software: Apple OS 10 (OSX) - Versions 10.2-10.5, Final Cut Pro 6 (FCP), DVD Studio Pro 4, Compressor 2 & 3, Adobe Photoshop CS4 (Basic)

Hardware: Apple iMacs, Mac Pros, and MacBook Pros, Canon XL-1, GL-1, GL-2, and Vixia HF-10 cameras, Panasonic AG-DV2000 DV decks, P2 cards

Formats & Genres: Film, Television, Video, Digital, Theater, Drama, Comedy, News, Short

EDUCATION & TRAINING

MA program: Media Studies, The New School (in progress; due 2011)

Professional training: Apple Certified Pro (ACP) – Final Cut Pro 6, Level 1 (2008)

Bachelor of Arts: History, The College of New Jersey (2007)

EMPLOYMENT HISTORY

Sales Specialist & Personal Trainer: Apple Store Willowbrook, Wayne, NJ (2008-Present)

- Apple Certified Final Cut Pro professional provided personal training in Apple software, including Final Cut Pro 6, at 20% above targeted utilization rates
- Specialize in computer and software sales with Apple's highest knowledge ranking, Apple Product Professional

Series Editor: Issues: The Series, <http://www.issueshetheseries.com> (2008-present)

- Volunteered full video editing services to an independent production in need of promotional videos, trailers, and episodes
- 24 hour turnaround time for editing an episode from unlogged raw camera footage to a finished episode (nonconsecutive)
- Diligently adjusted all vocal levels by hand until software was acquired to partially automate the process

Editing Instructor: New Jersey Governor's School of the Arts, Ewing, NJ (2005-2008)

- Taught one-day intensive introductory courses on Final Cut Pro 5 to the ten students participating in each year's program
- Designed a challenging music video project to encourage student collaboration and creativity, as well as to enforce learning acquired in Final Cut Pro 5

History Teacher: Mount Olive High School, Flanders, NJ (2007-2008)

- Taught, guided, and supported over 100 students in a total of five classes: Four World History classes, and one U.S. II class
- Doubled the efficiency of class starting procedures by instituting and teaching students to use topical warm up exercises

Video Editor: *The Skin of Our Teeth*, Shakespeare 70, Inc.; Ewing, NJ (2008)

- Met expectations of an extremely demanding editor by reediting the piece from scratch four times
- Elicited a strong emotional response from the audience by using captivating stills and hand creating a Ken Burns effect on each to guide the eye

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Producer & Editor, The College of New Jersey, Ewing, NJ (2007)

- Taught myself to use a GL-2 in 24 hours to conduct outdoor and indoor interviews with college faculty and staff for a tribute video to a departing colleague.
- Worked with the two directors on a daily basis to create a final edit that highlighted the subject's many accomplishments

Audio/Visual (A/V) Technician, Department of Communication Studies, The College of New Jersey (TCNJ), Ewing, NJ (2004-2007)

- Managed booking and subsequent collection of all equipment owned by the department
- Reconciled all spending and created a full spending report for a spot audit in one week as part of the yearly budget evaluation

Editor & Director, *The Journal*, Department of Communication Studies, The College of New Jersey (TCNJ), Ewing, NJ (2004-2007)

- Director 2006-2007: Reorganized the show to a monthly format and doubled coverage of campus trends and events, increasing the show's relevancy to student life
- Improved average time to edit an episode by 40% to allow distribution to campus television facilities earlier in the day
- Volunteered time to mentor crew members who expressed interest in post-production and teach them Final Cut Pro 5

ADDITIONAL INFORMATION

Languages: French (basic)

Additional Computer skills include Apple iLife (iMovie, iDVD, iPhoto, iWeb, Garageband), Apple iWork (Pages, Keynote, Numbers), Microsoft Word 2003, Microsoft Powerpoint 2003

Groups and Associations: Pending applications to Toastmasters International, the Broadcast Education Association, the International Radio and Television Society, and New York Women in Film and Television. Member of Phi Alpha Theta History Honor Society, Inc., and Kappa Delta Pi, International Honor Society for Education

Interests include domestic and international politics and current events, Avid Media Composer 3.5, amateur photography, and walking and hiking on nature trails

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