

TRAVIS THOMPSON

1111 Broadway, New York, NY 10001, tel: 212-555-5555, email: tt212@nyu.edu

EDUCATION

- **Tisch School of the Arts, New York University**, New York, NY
B.F.A. in Film & Television, May 2004

FILM EXPERIENCE

Assistant to the Director, Requiem Pictures, New York, NY 2004

- Provided continuity on the set of an independent short horror film.
- Maintained a comprehensive log of acceptable sound and visual takes.
- Assisted with special effects and make-up preparation.

Assistant to the Director, Sydney Pictures, New York, NY 2003

- Served as liaison between the Director and both crew and talent.
- Assisted with sound, lighting, and script supervision on the set of *Underground*, a feature film.

Production Assistant, Miramax Films, New York, NY 2003

- Assisted in all areas of film production including gathering and managing props and preparing shoot locations.
- Provided production updates to various departments of Miramax.

Production Intern, Tribeca Films, New York, NY 2002

- Assisted with production scheduling, research, script revision process, script distribution and general office work.

ADDITIONAL EXPERIENCE

Computer Services Assistant, Merrill Lynch, New York, NY 2000-2001

- Assisted department managers with desktop publishing, graphic design, network administration, computer maintenance, and application troubleshooting/instruction.

Administrative Assistant, Westside Medical Center, New York, NY 1999

- Performed general office duties including answering phones, greeting patients, filing and computer database input.

SKILLS

- Proficient with PC, Macintosh, Microsoft Office, AVID, Final Cut Pro.
- Fluent in Spanish, proficient in French.

THOMAS THOMPSON

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SUMMARY OF QUALIFICATIONS

- Experienced professional with excellent communication, research and production skills.
- Energetic team player, thrives under tight deadlines; imparts vision and enthusiasm to all projects.

EXPERIENCE

Marketing Research Department Coordinator, Global.com, New York, NY 1/00-Present

- Research potential clientele.
- Propose services to other online companies.
- Create and maintain content buyer spreadsheets.

Production/Research Intern, Saturday Night Live, New York, NY 9/99-12/99

- Dubbed various video footage for research purposes.
- Attained photos for the graphics department.
- Served as an information link between studio and production offices during taping.

Art Director, Panarama Productions, New York, NY 12/98-1/99

- Coordinated all visual aspects: makeup, costumes, sets, and props.
- Prepared cast for shoots.
- Researched period costuming.

Publicity Intern, Dreamworks, New York, NY 6/98-7/98

- Compiled press kits, Electronic Press Kits (EPKs) and mailings.
- Assisted in the coordination of press screenings for upcoming films.
- Read through and faxed all daily periodicals.

EDUCATION

New York University, Tisch School of the Arts, New York, NY 2001
M.F.A. in Film & Television, GPA: 3.7

Hunter College, New York, NY 1998
B.A. in English Literature, GPA: 3.6
Summer Study Abroad: London 1997

SKILLS

- Proficient in Microsoft Word, Microsoft Excel, WordPerfect, Internet Research, HTML.
- Fluent in Spanish and Portuguese.

INTERESTS

- Travel, Antiques, Boating, Literature, Film, Fashion.

TIMOTHY THOMPSON

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EDUCATION:

New York University, Tisch School of the Arts, New York, NY May 2004
M.A. in Cinema Studies.

Northwestern University, Evanston, IL May 2002
B.A. in American Studies; graduated with High Honors.

EXPERIENCE:

MEDIA ARTS PAVILION, New York, NY January 2003-Present
Development Associate

- Initiate and coordinate public, private and corporate support; conduct sponsorship drive among local businesses for weekly screening program; develop comprehensive fundraising and sponsorship plan; perform research and grant writing for private and public foundations; manage stage and technical support for screenings.

WHITNEY MUSEUM OF AMERICAN ART, New York, NY Summer 2002
Film and Video Department Intern

- Researched and wrote inquiry letters for upcoming exhibitions; sought corporate sponsorship for events; handled fundraising for film and video projects; assisted with exhibition coordination and curatorial activities.

FRANKLIN PUBLISHERS, Chicago, IL Summer 2001
Fair & Exhibition Management Coordinator

- Coordinated and organized invitation program for publishers from developing countries; created invitation to Art Book Fair for Chicago and New York based offices; handled acquisition of titles for book exhibition co-sponsored by the Federal Presidency.

CHICAGO FILMMAKERS, Chicago, IL June 2000- March 2001
Research Assistant

- Performed research and created databases on film schools, film festivals, and media arts organizations; Conducted fundraising research; conceptualized new events for student filmmakers' festivals.

THE DAILY POST, Evanston, IL Summer 1999
Editorial Intern

- Assisted editor, conducted research and interviews; wrote articles and participated in press conferences.

SKILLS:

- Fluent in Spanish; working knowledge of French & German.
- Proficient with PC and Macintosh, Microsoft Word, Excel, Access, FileMaker Pro.
- Attended Grantwriting/Grantseeking Workshops at Foundation Center, NY.

TIFFANY THOMPSON

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EMPLOYMENT EXPERIENCE

Business.com, New York, NY 2000-Present
Associate Producer, Multimedia Programs

- Manage pre through post-production process for multimedia web resource providing news and information to small businesses.
- Research story ideas and pitch to NBC for approval, conduct preliminary interviews of business leaders and spokespeople.
- Coordinate shoot logistics, hire crew and make travel arrangements.
- Direct camera crews on shoot locations; supervise video edits and make script revisions.

Mather Multimedia Arts Center, New York, NY 1998-2000
Production Coordinator

- Developed and successfully launched new multimedia performance space
- Conducted program planning
- Directed staged readings and edited dramatic scripts.
- Performed research and managed pre-production process for plays and videos.

The Collective, New York, NY 1997-1998
Production Assistant

- Managed production process for off-Broadway plays.
- Developed story ideas for original dramatic works.
- Wrote press releases and planned media events.

Headstart Summer Program, Brooklyn, NY 1995-1997
Director of Theatre Department

- Directed student musical productions.
- Wrote lesson plans and taught drama and set design to pre-teens. Evaluated student performance.

EDUCATION

New York University, Tisch School of the Arts, M.A., Performance Studies, 2000

- *Assistant Editor*: "Women and Performance" quarterly journal.

Boston College, B.A., English, 1995

- Semester abroad - Florence, Italy.

SKILLS

Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook), Internet Research, Database Management Software. Fluent in French & Russian.

TALIA THOMPSON

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PROFESSIONAL EXPERIENCE

TECHNOLOGY ASSISTANT, **NYU Tisch School of the Arts**, New York, NY 2002 to Present

- Perform desktop publishing, graphic design, network administration, computer maintenance, and application troubleshooting/instruction.
- Design official publications and serve as a resource for computer issues in the office.

WEB PRODUCTION INTERN, **VH1.com**, New York, NY Fall 2001

- Assisted in facilitating re-launch of website through database work and web-focused video production.
- Worked with producers throughout the semester and attended meetings both in and outside the department.

INTERNATIONAL DEPARTMENT INTERN, **Candace Films**, New York, NY Summer 2001

- Edited video, served as translator and correspondent for foreign news agencies.
- Assisted in publicity efforts to promote filmmaking tutorials internationally.

AUDIO POST-PRODUCTION INTERN, **TRIO**, New York, NY Summer 2000

- Gained exposure to all aspects of audio and video post-production for television advertising.
- Participated in numerous production sessions with advertising agency representatives.

MULTIMEDIA INSTRUCTOR, **Brooklyn Tech**, Brooklyn, NY 1998 to 2000

- Worked in the multimedia computer center for video production, graphic design and sound production.
- Supervised troubleshooting (Mac & PC), and served as an instructional resource for students and faculty.

TECHNOLOGY GROUP INTERN, **Prudential Corporation**, New York, NY 1997

- Prepared corporate promotional videos on an analog system.
- Assisted on location shoots and performed office duties including dubbing and archiving tapes.

SKILLS

- Extensive Macintosh, PC Windows skills in a variety of software applications including: Macromedia Flash MX, Macromedia Director, (Adobe After Effects, Adobe Illustrator, Adobe Photoshop, QuarkXPress with Microsoft Office (Adobe After Effects, Adobe Illustrator, Adobe Photoshop).
- Experience with Final Cut Pro, AVID Media Composer, and AVID Xpress.
- Programming Languages: Lingo, Actionscript, BASICX, HTML, C (image processing), JAVA.
- Excellent written, verbal and interpersonal skills; Proficiency in French.

EDUCATION

- **New York University, Tisch School of the Arts**, New York, NY 2002
M.P.S., Interactive Telecommunications Program, Cumulative G.P.A. 3.8

- **New York University, Stern School of Business**, New York, NY 1999
B.A., Marketing, Cumulative G.P.A. 3.7