

# Mary Weeks



## Objective

I am an award winning Video Producer with over ten years of experience in TV and Video Production. My goal is to produce creative videos that are educational and informational. I have excellent communications skills and I am able to take my customers ideas and bring them to life. I am a perfectionist and very detail oriented to ensure that I deliver exactly what the client has requested.

## Experience

### Columbia Association

February 2007 to Present

- Video Production Manager
  - Responsible for producing Columbia Matters TV and Radio Show.
  - Write scripts, schedule guest, film and edit show.
  - Responsible for producing all videos for company, HR and Training.
  - Communications Liaison to other departments within CA to take care of all of their communications needs.
  - Manage Talent and Production Crew

### Howard Community College

September 2003 to August 2006

#### Production Assistant

- Assist in all aspects of production.
- Transcribe videos, operate cameras and run soundboard.

### Athlelas Institute

July 2003 to December 2006

#### Administrative Assistant

- Assist Public Relations Director.
- Update client database and monitor attendance records.
- Also worked in Accounts Payable, entering invoices in computer and cutting checks.

## Education

### New York Institute of Technology

2007 - 2009

#### Masters of Arts

Communication Arts

### Villa Julie College

2005 - 2007

#### Bachelors of Science

Film, Theatre and Video

### Howard Community College

2004 - 2006

#### Associates Arts

TV Production

#### Associates Arts

Multimedia Design

## Skills

- Can operate video cameras, editing software, sound equipment, computers
- Works well with others
- Recent Leadership Howard County graduate