

TAMIKA L. LEE

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www.tamikalee.com

SUMMARY OF QUALIFICATIONS:

- Skilled in audio and video production, editing, and compression
- Skilled in DVD creation, including custom menus
- Skilled in organization and team leadership
- Advanced skills on both PC and Mac operating systems

EDUCATION/CERTIFICATIONS:

- B.A. Communications/English, Hope College, Holland, MI (5/2005)
- CompTIA Certified Technical Trainer (9/2008-Present)

RELEVANT WORK EXPERIENCE

MEDIA SPECIALIST / INSTRUCTIONAL DESIGNER, SKILL Q, Gulf Breeze, FL
(1/2008-Present)

- Co-Designed and produced video and audio-driven eLearning courses for nationally recognized companies including Citigroup, Gulf Power, Baptist Health Care, and American Cancer Society.
Duties included:
 - Collaborating with SMEs and project sponsors to ensure satisfaction
 - Analyzing reference material
 - Writing course scripts
 - Transcribing interviews
 - Creating and updating storyboards
 - Coordinating and directing video and audio production
 - Championing post production and course construction
- Designed and implemented instructor-led course on podcasting for business
- Analyzed, redesigned and executed company-wide course design workflow

ASST. EDITOR / SCRIPT WRITER, FILMWORKS PACIFIC, Honolulu, HI
(5/2007-11/2007)

- Coordinated production shoots
- Wrote narration scripts for anti-drug educational video for Hawaiian teens
- Co-produced video news releases
- Edited video news releases, internet news stories and documentaries
- Conducted interviews for documentaries
- Coordinated shoots on location
- Worked with clients to ensure their satisfaction
- Scheduled meetings and interviews
- Operated teleprompter for on-screen talent
- Transcribed interviews

AUDIO ENGINEER, KSWO TELEVISION, Lawton, OK (9/2006-2/2007)

- Controlled audio board and graphics generator during morning, weekend, and prime time newscasts
- Created graphics for live newscast
- Dubbed tapes in multiple formats
- Consulted on show packages
- Provided voice over for local television commercials

INTERN, FAIRLY PAINLESS ADVERTISING, Holland, MI (5/2004-7/2004)

- Scouted video shoot locations
- Proofread copy
- Wrote copy for multi-media campaigns
- Collaborated and researched new campaigns

PROFICIENT IN THE FOLLOWING PROGRAMS:

- Final Cut Pro
- Apple Motion
- Media 100
- Microsoft Office Suite (Mac and PC)
- Adobe Captivate 3, 4
- Movielogger
- Scopebox
- Google Documents