

Colin Van Deusen

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QUALIFICATIONS

- Experience with PA duties in documentary and narrative production, including acquiring music rights, organizing release forms, and transcribing footage.
- Proficient in Microsoft Office, as well as the Adobe Suite and Final Cut/Avid.
- Able and eager to learn new tasks quickly and efficiently.

EDUCATION

Emerson College— Bachelor of Arts in New Media: Boston, MA — 2004-2008

Coursework: *New Media Production, Video Field Production, Interactive Media, Studies in Digital Media, Writing for Television, History of Media Arts, Media Criticism*

EXPERIENCE

Sales/Web Management, Bottlerocket Wine & Spirit: New York, NY — 2009-Present

Duties: *Managing online orders and assisting with Magento-based ecommerce site; Maintaining customer mailing list; Helping program auto-reply emails for online orders; Organizing large corporate orders; Lending wine knowledge to customers in-store*

Web Series Producer/Editor/Director, Science Friction: The Series — 2012-2013

Duties: *Coordinating meetings and schedules throughout the production; Organizing scripts, crew and actors on set during shoots; Directing and editing two episodes; Creating successful campaign to fund the series through Kickstarter*

Production Assistant, Captured Time Productions: Litchfield, CT — 2006, 2007

Duties: *Assembling rough cuts as the assistant to the editor of Dislecksia: The Movie; Acquiring music rights for use in the film; Importing footage and storing appropriately; Logging and transcribing footage; Coordinating release forms and paperwork; Training other interns on Avid; Preparing for and assisting on set*

SOFTWARE

Final Cut, Avid, Photoshop, Dreamweaver, Microsoft Office, Mac OS, Windows