

GRACE KAREGEANNES

<https://www.gracekaregeannes.com>

(414) 708-9257

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*Hard-working Broadcast Journalism major * Video editor with superb storytelling skills * Experienced in online course development * Loves to work collaboratively with others * Detail-oriented, reliable and flexible*

PROFESSIONAL EXPERIENCE

Media Design Specialist

University of Colorado Boulder, Boulder, CO

April 2022 – Present

- Stage, film edit and produce professional video content for courses hosted on Coursera platform
- Work directly with faculty partners, student assistants and program leads on degree programs
- Film lectures in studios and on location, assist with One Button Studio
- Train and oversee student employees to assist with the course-building process
- Implement graphic design skills to create logos and develop websites
- Support the marketing and communication needs of ALI

Online Learning Assistant II

University of Colorado Boulder, Boulder, CO

May 2020 – March 2022

- Plan, produce, and build scaled online learning initiatives
- Develop for-credit and non-credit courses and degree programs with faculty
- Edit raw video files and green screen lectures
- Build courses and technical assessments on Coursera
- Organize folders and files in online storage drives like Google Drive and Coursera
- Troubleshoot design problems and work in teams across multiple departments

Marketing and PR Assistant

Winter Public Relations, Denver, CO

July 2021 – Feb 2022

- Create marketing plans, media pitches and press releases
- Use excel sheets to organize data, marketing plans and client information
- Work with non-profits for low-income families to increase audiences and awareness

Video Production Intern

French Connection Films, Montreuil, Ile-de-France

Jan 2020 - Apr 2020

- Edit documentaries in Adobe Premiere 2020
- Record English voice-overs for films
- Perform script editing and translations

Production Assistant for The Bachelorette

Warner Bros Entertainment, Burbank, CA

Jul 2019 - Sep 2019

- PA for 'The Men Tell All' & The Final Rose Ceremony Season 15
- Print and distribute scripts
- Relay messages between crew members

Production Assistant for Shark Tank - Season 11

Sony Pictures Entertainment , Culver City, CA

Jun 2019 - Sep 2019

- Provide assistance to crews of various departments for Shark Tank Season 11
- Help with the construction and deconstruction of sets
- Perform general office duties and transportation for sharks and VIP

Production Assistant for Ranked

Crimson Studios, Chatsworth, CA

Jul 2019 - Aug 2019

- PA for a new game show known as 'Ranked'
- Assistant in control truck; viewing cameras and stage timing
- Construction and deconstruction of stage

Cashier

Ace Hardware Corporation , Mequon, WI

May 2016 - Jul 2017

- Taught superb customer service
- Help a small, family-owned business

EDUCATION

University of Colorado Boulder

Boulder, CO

BA Broadcast Journalism and Media Production (May 2021)

*Deans List *graduated with distinction*

Homestead High School

Mequon, WI

High School Diploma (Jun 2017)

RELEVANT SKILLS

- Adobe Premiere Pro 2021
- Adobe Photoshop 2021
- Adobe Lightroom Classic
- Coursera – Course and Technical Assessment Building
- Canvas/ Moodle
- Graphic design/ Adobe Indesign 2021
- Microsoft Office Suite
- Writing and reporting