

Ellis Dunn

ellisedunn@gmail.com • (724) 759-5991 • ellis-dunn.com • linkedin.com/in/ellisdunn

EXPERIENCE

Apple | Pittsburgh, PA

Tech Specialist (August 2025 – Present)

- Deliver high-touch customer support in a fast-paced environment, resolving complex issues under pressure.
- Manage appointment flow and maintained strict discretion when handling sensitive customer information and data.

National Student Leadership Conference | Los Angeles, CA & Vancouver, BC

Head Team Advisor (June 2024 – July 2026)

- Directed daily operations, 14-hour schedules, itineraries, and logistics for 100+ students across UCLA and UBC.
- Instructed screenwriting, directing, cinematography, and post-production lessons and hands-on activities.
- Coordinated guest speaker sessions with industry professionals, handling outreach and briefing materials beforehand.

University of Dayton Marketing & Communications | Dayton, OH

Social Media Specialist (January 2024 – May 2025)

- Researched, drafted, and scheduled multi-platform content aligned with brand identity to boost audience engagement.
- Built visual pitch materials and campaign reports using Microsoft Office (PowerPoint, Excel) for departmental reviews.
- Served as on-camera talent for the video production department for Dayton's socials and promotional content.

University of Dayton Marketing & Communications | Dayton, OH

Assistant Editor / Production Assistant (August 2023 – May 2025)

- Collaborated with lead editor in Adobe Premiere Pro to streamline post-production workflows and improve efficiency.
- Organized media assets, project files, and timelines to ensure seamless handoffs and improved productivity.
- Assisted with lighting and camera setups on sets, ensuring efficiency and timeliness when shooting on the go.

Dayton Independent Film Festival | Dayton, OH

Assistant Director (January 2024 – October 2024)

- Evaluated 100+ submitted films and prepared written reports to curate a cohesive and high-quality lineup.
- Created engaging trailers for film blocks as promotional material, featuring highlights from nominated films.
- Led Q&A sessions with filmmakers, fostering collaborative discussions and enhancing audience experience.

EDUCATION

University of Dayton | Dayton, OH

Bachelor of Arts in Media Production, Film Studies Minor (May 2025)

- Magna Cum Laude, Dean's List, Flyer TV Manager
- GPA: 3.70

PROJECTS

Placed: The Journey Through Foster Care | Student Emmy-Nominated Documentary

Cinematographer, Marketer, Editor, Sound Designer (May 2025)

- Designed and executed 20+ distinct interview setups, handling aspects of lighting and camera operation on set.
- Shot, lit, and designed the sound for the opening hook with detailed set design, cinematic visuals, and layered foley.

Night of the Living Potato Head | Stop Motion Horror Short Film

Cinematographer, Director, Editor, Animator (April 2025)

- Created a stop-motion short with 1,000+ frames, using meticulous frame-by-frame animation techniques.
- Crafted an animated title sequence in Adobe After Effects using scenes to introduce cast and overall tone of the story.

SKILLS

- **Administrative & Office:** Executive Support, Phone Coverage, Meeting Prep, Pitch Materials, Script Coverage
- **Software & Tools:** Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace, Mac & PC OS, Box
- **Production & Editing:** Adobe Creative Suite (Premiere Pro, After Effects), DaVinci Resolve, Avid Media Comp.