

RACHEL COLLINS

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Education

Drake University | Class of 2015
B.A. Journalism & Mass Communication
Major: Television & Radio Production

Skills

- Photography & Videography with Canon and Nikon DSLRs
- Social Media Fluency
- Strong Interpersonal Skills
- Media Management
- Video & Photo Editing

Programs

Final Cut Pro
Premiere
Bridge
Lightroom
Photoshop
InDesign
Hootsuite
Text Wrangler
Photo Mechanic
WordPress
Audacity
Capture One
Microsoft Office

Accomplishments

Nominee, 2015 Upper Midwest Emmy Awards, Crystal Pillar Award
President's Scholar, 2012 - 2014
Drake University Dean's List, 2014
SSP HS Yearbook Feature Photo of the Year, St. Louis Area, April 2012
Charles A Lindbergh Scholar Award, 2012

Experience

Production Assistant, October 2015 - February 2016
Stitchers - Season 2, Freeform

- Acts as the direct assistant to the production manager. Duties include rolling calls, managing his daily schedule, and arranging meetings.
- Responsible for physical distribution of the show's call sheets, one liners, and prep calendars.
- Maintains office filing system and office supplies.

Clearance Coordinator, July 2015 - October 2015
MAK Pictures

- Directly assisted the post production supervisor by obtaining clearance and shipping deliverables to network.
- Supported the production manager by making runs, managing mail, and handling paperwork.

Production Assistant, October 2014
The Bachelor - Season 19, NZK Productions

- Assisted field & office coordinators, set designers, and producers.
- Made runs, deliveries, and organized mobile office and field kits. Acquired releases and managed crafty.
- Assisted in location set up and tear down.

Photo Department Intern, June 2014 - August 2014
CBS Television Network - Studio City, CA

- Assisted photo coordinators, producers, and photographers during print ad and publicity photo shoots for CBS shows.
- Edited & organized media and monitored phones.
- Pulled tears, made selects, and filled photo requests.

Photography & Video Intern, Sept. 2013 - May 2015
Drake University Marketing & Communications

- Photographed and filmed campus and campus events for promotional use for Drake Marketing.
- Archived, edited, and distributed media and maintained organized media folders.

Digital Production Intern, June 2013 - August 2013
Nine Network of Public Media (PBS affiliate) St. Louis, MO

- Produced and edited videos and articles for the station's website and YouTube account.
- Created and scheduled tweets for The Nine Network's Twitter account.
- Produced guest biographies for The Nine Network's live show *Stay Tuned*.