

JACK GUIDERA

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With an excellent eye for detail, and a deep passion for film and all things visual, seeking a position with a focus in film editing.

EXPERIENCE

12/2018 – 06/2019

PRODUCTION ASSISTANT, HOT SNAKES MEDIA

Assisted producers in pulling interview bites and marking dialogue in scenes. Created media workflows and voiceover audio string-outs. Created AVID ScriptSync files for ongoing long-term project, and maintained a Google Drive archive. Coordinated with third-party transcription company and editors out in the field. Logged and registered music cues and stock footage.

01/2018 – 02/2018

EXECUTIVE ASSISTANT/OFFICE COORDINATOR, 7BEYOND

Maintained and updated schedules for head executives, helped to arrange and confirm meetings, and catalogued receipts and kept track of credit card statements. Was in charge of coordinating/updating meeting schedules for out-of-state conference that our head executive attended.

08/2017 – 12/2017

PRODUCTION DEVELOPMENT INTERN, 7BEYOND

Created sizzle reels and one-sheets for development meetings with network clients. Participated in departmental creative ideation sessions with head executives.

05/2017 – 08/2017

INTERN, STOCK SALES & LICENSING DEPARTMENT, WGBH-TV

Examined hours of raw footage to find material suitable to be sold as stock footage. Clips had to be exported in a specific format, and logged in WGBH's filing system.

EDUCATION

MAY 2018

BACHELOR OF ARTS, EMERSON COLLEGE

Majored in Media Arts Production, with final GPA of 3.73. Selected to attend final semester at Emerson's recently-built, state-of-the-art facility in Los Angeles. Spent a summer session studying at premiere film school in Prague, as part of exchange program. Completed degree in 3 ½ years.

SKILLS

- Attention to detail and adept problem solver.
- Proficient with AVID Media Composer.
- Acquainted with Adobe Premiere Pro and After Effects.
- Have served as on-set production assistant and boom operator.
- Have experience with DSLRs, Zoom mics and basic lighting set-ups.

