Matthew Jones

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Home Address 123 Main Street Greenville, NC 27858 Campus Address 345 West Ave. Wilmington, NC 28401

OBJECTIVE

To obtain a production assistant position at Screen Gem Studios utilizing my skills and experience in editing, directing, and filming.

CAPABILITIES PROFILE

My capabilities are applicable in a variety of areas, including:

Detailed Storyboards Graphic Design Professional Presentations
Directing Camera Operation Negotiations
Editing PC/Mac Event Planning
Fundraising Microsoft Office Writing
Budget Management Interpersonal Communication Talent Recruitment

EDUCATION

Bachelor of Science, Communication, East Carolina University May 2006 Concentration, Broadcasting Minor, Business

EXPERIENCE

Blu Moon Film Festival Greenville, NC

Event Organizer

January 2006 - Present

- Selected five films to be shown at the annual Blu Moon Independent Film Festival
- Negotiated with vendors to create event's publicity materials such as T-shirts, fliers, and posters
- Managed a team of four members that raised \$5,000 and secured sponsors for the festival

The Marley Fund Greenville, NC

http://www.marleyfund.com/#

Freelance Media Production

- Wrote and filmed two 30 second television advertisements publicizing The Marley Fund, an organization that raises awareness of feline leukemia
- Communicated with board members of The Marley Fund to assess the organization's current usage of media and other ways media could be utilized
- Presented advertisements to the executive board, who accepted the proposal and the spots aired throughout Eastern North Carolina on three radio stations

National Broadcasting Society (NBS) Greenville, NC

August 2004 - Present

January 2006 - Present

President

- Developed member recruitment activities that increased membership 110% in one year
- Led and managed meetings of the executive board which contained five officers
- Organized three events that raised a total of \$5,500 for the Ronald McDonald House in Greenville