***Résumé Of: James Janda* (832) 367-3869**

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**Overview**

Expert video production professional with proficient skills in pre-production, production and post-production. High level knowledge utilizing multiple industry standard tools and best practices to produce and edit a variety of short-form and long-form projects. Possesses a track record of delivering quality videos while adhering to strict brand guidelines and project deadlines. Passionate about professionalism and maintaining excellent relationships between teams and stakeholders. A strong collaborator who takes pride in attention to detail, creativity, and unique visual storytelling.

**Core Strengths**

* Video Production
* Script Writing
* Client Interaction
* Project Management
* Marketing
* Budgeting

**Tools**

* Adobe Premiere Pro
* Adobe After Effects
* Adobe Photoshop
* Adobe Media Encoder
* Adobe Sign
* Microsoft Office (Word, PowerPoint, Excel)
* Final Cut Pro
* 10,000 ft.
* Smartsheet
* Camtasia

**Education**

**University of New Mexico**

***Bachelor of Arts, Media Arts* 2013**

**Professional Experience**

**Hey, Marketing & Advertising** **(Seattle, WA)** **July 2020 – PRESENT**

*Senior Producer*

- Oversee end-to-end video, radio, photo and voiceover production for all regional and national clients including healthcare, tech and finance

- Collaborate with creative directors to determine project scope, music and cutdowns per client needs

- Create process for distribution of production materials to vendors and talent to streamline pre-production

- Cultivate and maintain vendor relationships

- Negotiate talent rates and usage

- Manage multiple complex productions simultaneously, including manage calendars, shooting schedules and budgets ranging from $50,000 to $250,000

- Create and organize production documents (Exhibit A, IC, Talent Release)

- Communicate and collaborate with creative team, vendors and team leadership

ranging from PM to executive level

- Organize and maintain company backup server

**Freelance Contractor** (Amazon, AWS, Nokia, Expedia) **April 2016 – PRESENT**

*Video Producer & Editor*

- Lead video production efforts for a variety of clients

- Manage calendars, schedules, and project budgets

- Utilize effective communication techniques with clients to ensure

consistency in message, story, and design of video projects

- Edit long-form content for independent film productions and Netflix

- Communicate and collaborate with internal production teams, vendors and team leadership

ranging from PM to executive level

**Microsoft (Redmond, WA)** **August 2019 – September 2019**

*Video Producer and Editor*

- Lead video production efforts for CSEO team

- Advise on script using storytelling knowledge and best practices

- Create motion graphics and UX animations with Adobe After Effects

**Microsoft (Redmond, WA) July 2018 – August 2019**

*Video Producer and Editor*

- Strategize and spearhead video production for Modern Life Organization

- Leverage expert storytelling knowledge across multiple styles and formats

- Identify project scope, deliverables, budget and timeline

- Draft copy defining new product features and services

- Deliver assets on time per project specs

- Collaborate efficiently with pillar PMMs, internal stakeholders and production team

**Pyramide Productions (Redmond, WA) May 2017 – July 2018**

*Video Editor and Shooter*

- Ingest and edit a variety of footage using Adobe Premiere and After Effects

- Utilize fluency with multiple professional cameras, camcorders, HD and SD formats and lighting equipment

- Collaborate with producers, editing team and executive leadership on pieces ranging from 30 seconds to 3 minutes

- Prioritize and multitask to hit both quick-turn and long-term deadlines

- Render footage, stills and motion graphics for multiple delivery platforms

- Stay abreast of current production best practices across all platforms

**Sunlight Productions (Houston, TX) January 2017 - April 2017**

*Video Editor and Content Producer*

- Partner with stakeholders to strategize on fresh content for various social media channels

- Oversee creation of in-house production studio and advise on production best practices and needs

- Utilize expert knowledge of various prosumer camcorders and lighting equipment

**Media General (Albuquerque, NM) March 2014 - April 2016**

*Lead Video Editor and Videographer*

- Edit reporter packages under tight deadlines using AVID Newscutter

- Utilize professional cameras to shoot broadcast ready footage

- Partner with editing team, producers and on-camera personalities to communicate current events