

# Kristofer Velasquez

Boise, ID | (224) 578-5747 | kristofervelasquez@me.com | linkedin.com/in/kristofervelasquez

## SUMMARY

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Seasoned media professional with a background in video production and education, as well as experience in managing teams and projects. Seeking a Creative Project Manager position to apply expertise in media development and project communication.

## EDUCATION

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### Bachelor of Fine Arts

*Illinois Institute of Art*

- Digital Filmmaking & Video Production

June 2011

*Schaumburg, Illinois*

### Bachelor of Arts

*Roosevelt University*

- Communications (Media Studies)
- National Communications Honor Society

January 2003

*Schaumburg, Illinois*

## SKILLS

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Leadership, Media Development, Instructional Design, Video Production, Project Management, Supervisory Skills, AI Tools, Audio Production, ClickUp, Communication, Copyediting, Curriculum Development, Directing, Film, Production, Final Cut Pro X, Google Suite, Hiring, Interviewing, LMS, Macintosh OS Marketing, Media Production, Monday.com, Microsoft Office, Photography, Post Production, Pre-production, Production, Shareholder Management, Short Films, Screenwriting, Social Media, Team Coordination, Team Management, Television, Production, Time Management, Training, Video Editing, Video Production, Voice Acting, Voiceovers, Windows OS, Wrike, Writing, YouTube

## PROFESSIONAL EXPERIENCE

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### Assistant Director, Media

*University Of California Irvine*

- Head of a full media production team, responsible for organizing and facilitating the creation of instructional and marketing media in support of courses offered at UCI DCE.
- Hired, trained, and supervised the entire team of media professionals, supporting instructional design and curriculum development.
- Produced 700+ course and marketing videos.

April 2019 - May 2024

*Irvine, California*

### Producer

*University Of California Irvine*

- Supported and facilitated video production of course and marketing media, focusing on pre-production setup, execution of production, and completion of post-production.

April 2018 - April 2019

### Video Production Instructor

*Coastline ROP*

- Responsible for instruction, mentoring, and curriculum design in all phases of video production.
- Award-winning video producer for internal, instructional, narrative, and promotional video content.
- Guided and mentored 500+ students.
- Taught 5 separate courses across various levels and disciplines in film and video production.

March 2013 - April 2018

*Laguna Hills, California*

### Editor

*Hybrid Cinema, LLC*

- Edited feature-length documentary "Bomb It 2" (2012).
- Edited main feature for both DVD and digital release.
- Edited theatrical trailer.
- Created promotional and bonus DVD content.

March 2012 - March 2013

*Los Angeles, California*

### Tape & Camera Operator

*Entertainment Studios*

- Operated tape or camera on hundreds of Electronic News Gathering (ENG), sitcom, and reality program episodes.
- Credited on nearly 300 studio and on-location productions.
- Participated in various roles from production assistant to camera operator.
- Served as gaffer on sound stage and tape operator in the video booth for studio production.

August 2011 - November 2012

*Los Angeles, California*

**Production Assistant****September 2010 - August 2011***Lyons Township Television**La Grange, Illinois*

- Assisted and supervised dozens of shoots including live events, sports, performing arts, talk shows, and commercials.
- Served as a lighting designer for live studio talk show production.
- Directed cinematography on a competition commercial submission.
- Culminated position by directing a fully student-staffed short film.

**Executive Assistant Manager****September 1996 - September 2010***Walgreens Pharmacy**(Various), IL*

- Supervised store operations at numerous locations.
- Advanced through all major store positions.
- Supervised crews of up to two dozen or more at over half a dozen locations.
- Hired, trained, managed, and mentored 100+ employees over 14 years.

**Writer, Director, Editor, Producer, Voice Artist****January 2004***Freelance**(Various), IL, CA, ID*

- Voiced Narration for UC Irvine Division of Continuing Education Course Media (2020-present)
- Voiced Narration for YouTube Channels: "Elon Musk Rewind," "Celebrity Rewind," "History Rewind" (2021)
- Published novels "Signus" (2018) and "The Winter Hollow" (2019)
- Produced and Edited "Earthroots" TV Promo (2018)
- Short Stories "Grow Fonder" and "Ships Passing in the Night" Published (2017)
- Directed "The Color of Life," Winner of Excellence in Storytelling at 51st Annual CSMF (2017)
- Directed & Edited "Walter Johnson Johnson Middle School" Pilot EP.1(2015)
- EVS Operator at 85th Annual Academy Awards (2013)
- Wrote "Henchmen" Feature Screenplay (2012)
- Edited "Bomb It 2" Feature Documentary (2012)
- Wrote, Directed & Edited "WZOM" Short & "The Making of WZOM" (2012)
- Wrote, Directed & Edited "SKOL 360" and "Hunter Fans" Commercials (2012)
- Camera Operator on "Lumber Liquidators" Commercial (2012)
- 1st Assistant Camera on "Learning Spanish The Hard Way" Short (2011)
- Wrote, Directed, Edited & Casted Short Features: "Forgetting Tomorrow," "Fred's Lucky Day," "Ghostventures," "WZOM" (2010).
- Gaffer & Grip on "Inspectres" Feature (2010).
- Directed & Edited "Light For Children" Short Documentary (2010).
- Recognized in National Publications for "Deadscapes: Broken Road".
- Wrote, Produced, Directed & Edited 2 Mini-Series "Deadscapes" (2006) \* Wrote, Produced & Directed Feature Film "Circling the Drain" (2005).

**CERTIFICATIONS****Clear Teaching Credential****2013***California Commission on Teacher Credentialing***ACA - Photoshop****2018***Adobe***ACA - Premiere****2018***Adobe***Google Project Management Certification****2024***Google*