

E'laina N. Cession

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Experience

Winston-Salem State University (Winston-Salem, NC)

Office of the Registrar

- Helped to transition the office into a paperless, electronic environment.
- Scanned and renamed all student files onto an S-Drive, and then onto an extender.
- Reviewed and made decisions for Readmission Applications.

LMI/ British Film Institute-Southbank (London, UK)

Hear My Son, A Short Film

- Worked closely with the director to determine shooting schedule and shot list.
- Ensured that a master was taken for varying scenes, as well as room tone.

Legacy Media Institute (Norfolk, VA/Petersburg, VA)

Behind the Scenes of LMI 2012

- Provided direction during the editing stage by logging footage and placing interview responses in order.
- Conducted interviews with Summer 2012 LMI-NSU Fellows

Tim Reid Productions, LLC (Petersburg, VA)

Blues in the Night, TV Show Pilot

- Provided the cast and crew with daily call sheets and shooting schedules
- Provided much enthusiasm to the production set

New Millennium Studios (Petersburg, VA/ Richmond, VA)

Troop 491: The Adventures of the Muddy Lions Feature

- Worked effectively with a production crew for 15, 12+ hour days (2 overnight shoots)
- Contacted and recruited all Background/ Featured Extras for the film (170+)
- Provided the crew with call sheets, shot lists, and daily production reports

Legacy Media Institute (Norfolk, VA)

The Least of Us, a Short Film

- Organized and oversaw production meetings
- Served as communications facilitator between various production elements to ensure

Institute for Advanced Journalism Studies (Havana, Cuba)

Journalism in the Global Village Documentary

- Organized travel schedules, routes, and meetings for the production team.
- Initiated and attended nightly production meetings
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North Carolina A&T State University (Greensboro, NC)

Department of Journalism & Mass Communication

- Assisted with planning NC A&T's 20th annual NABJ Multi-Media Short Course
- Planned and organized Public Square events

May 2013 – Present

Special Projects Assistant

- Assisted in student degree conferment, and processing of graduation applications, and enrollment/degree verifications using the Banner system.
- Answered phone calls regarding transcript requests.

February 2013

First Assistant Director

- Served as the direct link between the director and the production crew, and talent.
- Provided the crew with call sheets

December 2012

Producer

- Worked to ensure the smooth flow of interview responses

November 2012

Second Assistant Director

- Worked efficiently with a small production crew for 4, 12+ hour days, including one overnight shoot.

July 2012- August 2012

Production Assistant

- Distributed equipment (papers, documents, scripts, communication systems, etc.) through the set during the filming process
- Served as communications facilitator between various production elements

June 2012-July 2012

Producer/Sound Design

- Worked closely with small group to write, cast, shoot, edit and produce short film
- Helped to oversee the production

March 2012-April 2012

Field Producer

- Assisted in various capacities to support production crew

December 2011-June 2012

Assistant to the Asst. Department Chair

- Served as Ambassador for the department by giving tours and speaking to new students and guests.

Education

North Carolina A&T State University (Greensboro, NC)

Bachelor of Science in Journalism and Mass Communication; Media Management Concentration

Expected Graduation: Summer 2013

Accomplishments: 2012 Recipient of Henry and Ruth Whitehead Foundation Scholarship; Dean's List Spring 2011/2012 and Fall 2012

Organizations: Vice-President of Media Network 2012-2013; Community Service Chair of the National Association of Black Journalists NC A&T Student Chapter 2012-2013; NABJ 2011-present; Treasurer of Student Chapter of PRSSA 2012-2013

Skills

Proficient in Microsoft Word, Excel, PowerPoint, and Banner system; Data-entry; Type 64wpm accurately; Mail merges; Record keeping and organization; Newsletters; Grant applications; Strong work ethic; Self-organized; Excellent people skills with strong verbal and written communication skills; Consistency; Strong administrative, detail and follow-up skills; Self-starter, able to prioritize and handle multiple tasks simultaneously; Create supportive, professional, and friendly production atmosphere; Easily adaptive to fast-paced and changing environments; Dependable; Self-motivated

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References:

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