

JAMES P. SULLIVAN

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vimeo.com/JamesSullivanActor or www.reallygreatsite.com

CORE COMPETENCIES *(Soft Skills-Match to Job Description if you can)*

Audio Production | Broadcasting | Screenwriting/Scriptwriting | Film Production | Video Editing | Cinematography | Communications | Social Media Management

TECHNICAL SKILLS *(Computer Software packages/programs/platforms)*

Adobe Premiere Pro | Adobe After Effects | Mixer Consoles | Canon Cinema EOS | Windows Teleprompter

CERTIFICATIONS/TRAINING

Adobe Premiere Pro Certified (2021) | Microsoft Excel Certified (2018)

EDUCATION

Bachelor of Arts in Media Arts

University of North Texas, Denton, TX

GPA: **If above 3.0**

Expected Graduation Date: May 2024

Associate of Arts

Lone Star College, Houston, TX

May 2021

MEDIA EXPERIENCE *(Jobs, Internships, Projects, and Relevant Class Projects)*

Production Assistant, North Texas Television

February 2021 - Present

- Assist with VTR operations in the control room during weekly filming.
- Assist the in-house team with production design, teleprompting requests, and any additional needs.
- Weekly team meetings with the Nightly News crew to discuss news stories, production needs, and assess viewership.

Podcast host, Podcast Class Assignment, *Girl Talk*

January 2021

- Co-host and co-founder of the podcast
- Conducted outreach to potential guests and invitees ahead of weekly episodes.
- Drafted episode scripts in collaboration with co-host for effective conversation.

OTHER EXPERIENCE *(Jobs, Internships, Projects, and Relevant Class Projects)*

Tutor, University of North Texas Writing Center

September 2022 – September 2023

- Tutored 5-10 students per shift for writing-based courses.
- Taught proper spelling, grammar, and syntax methods to undergraduate and graduate students across majors.
- Created lesson plans for occasional group tutoring sessions.

Server, Barley & Board

July 2019 – September 2020

- Cleared and sanitized tables after parties left, managing roughly 25 tables at a time.
- Utilized multitasking abilities to effectively manage the cash register, while simultaneously taking and preparing orders for approximately 300 customers per shift.
- Occasionally suggested featured dishes or meal specials based on what customers expressed interest in.

Volunteer, North Texas Food Bank

July 2020

- Sorted through canned goods and toiletries in a team of 10.
 - Packed goods into boxes according to specified categories.
 - Cleaned the designated area where most of the volunteering took place.
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HONORS & AWARDS *(remove if n/a)*

Dean's List

Fall 2020 – Present

Kathleen Woodby Scholarship, **Recipient**

December 2023

President's List

May 2023

The Country Radio Broadcasters Scholarship, **Recipient**

December 2022

Oak Cliff Film Festival, **Finalist**

May 2022