

Jeffrey Justin Hartwick

Education 2003-2006 **University of New Orleans** New Orleans, LA

- M.F.A. Film Production
- GPA 3.8/4.0

1999-2002 **The College of New Jersey** Ewing, NJ

- B.A. Communication Studies, Minor in Computer Science
- GPA 3.4/4.0
- Graduated National Communication Association Honor Society

1997-1998 **Florida State University** Tallahassee, FL

- Computer Science
- GPA 3.8/4.0

Computer Skills **Languages**

Pascal, BASIC, HTML

Operating Systems

MS-Windows 9x/ME/2000/XP, MS-DOS, UNIX, Linux, MacOS 8/9

Software/Applications

Avid Xpress Pro, Steinberg Nuendo, Sonic DVD Producer, Adobe AfterFX, Adobe Photoshop, Adobe Premiere, Microsoft Office

Typing Speed

40-50 words per minute

Experience 2004-2006 University of New Orleans New Orleans, LA

Graduate Assistant

- Instructor for Introduction to Television Techniques, a three credit course providing college students with hands-on production experience.
- Supervisor of the Media Transfer Center. Students' film projects are transferred from analog and digital mediums to the networked Avid Unity Lashare system for off-line editing using Avid Xpress Pro.
- Train students to use Steinberg Nuendo, a professional non-linear multitrack audio production software suite.
- Assist students learning Avid as a lab proctor.

2006 University of New Orleans New Orleans, LA

President, UNO Filmmakers Student Organization

- Organize and manage a student organization focused on producing professional-quality student films and hosting guest speakers from the film industry. Obtain funding from the UNO Student Government.

2005 Lions Gate Films Inc. New Orleans, LA

Editorial Intern for "Bug"

- Assisted the editing department with digitizing dailies, organizing Avid bins, preparing clips, importing stock footage, importing sound effects, encoding DVD's, and miscellaneous office tasks.

2003 Crusader Entertainment, LLC Harahan, LA

Production Sound Assistant (Internship) for "Ray"

- Assisted Academy Award Winning sound mixer Steve Cantamessa with feature-film sound recording.
- Routed incoming calls, updated calendars, and other office tasks for the Transportation Department.