

ALANNA MATEO

VIDEO EDITOR

CONTACT



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Orlando, FL

PROFILE

Creative Video Editor bringing 2 years of comprehensive experience editing film and video pieces to better suit audience. Communicative and systematic professional certified in Video Production paired with strong portfolio and digitalizing raw footage.

SKILLS

Adobe Premiere Pro

- Comfortable with basic editing techniques, such as cutting, trimming, and rearranging clips.
- Familiar with applying color correction, transitions and audio enhancement

Avid Media Composer

- knowledge of editing techniques, including clip trimming and arranging sequences.
- Familiar with managing bins and working with simple audio adjustments.

Davinci Resolve

- color correction using primary adjustments
- Familiar with simple video tasks like cutting and transitioning between clips.

WORK EXPERIENCE

Internship- Podcast Production Assistant

- Edit audio/video files using programs such as Final Cut, Adobe Premiere
- Assisted in the planning and production of podcast episodes, collaborating closely with producers and hosts to ensure smooth workflow.

Fall Semester
2024

Inventory Specialist

Diag Partners

- Maintaining accurate records of inventory, ensuring stocks levels are optimized and tracking inventory input and output.
- Counting items in the store
- Travel to different locations to count inventory

2023- Present

Security Guard

Securitas

- Provided a hospitable experience for employees and visitors
- Communicating in a manner that is honest, and responsive in all situations
- Patrolled assigned site on foot or in vehicle, inspecting buildings and grounds using appropriate equipment and protective gear
- Protected scene of any incident that occurred while collaborating with law enforcement
- In took and sorted packages for the client
- Monitored surveillance systems for safety of the property
- Assigned emergency services in emergency · Completed accurate incident reports

2021-- 2023

EDUCATION

Video Production

Valencia College

2022-2024

AS in Digital Media Specialization in

Video Production

Package Handler

Fedex

- Work with team to assemble, seal, and load packages into correct trucks.
- Read and comprehend labels to ensure proper processing.
- Follow safety rules at all times.
- Lift parcels that weigh up to 75 lbs.
- Use scanners to track parcel information, such as receipt or condition.
- Sort items according to the destination.
- Ability to work with hand tools and loading equipment.
- Work efficiently to meet client and company expectations