**KAMAL LASHLEY**

 **347-248-3881 KAMALLASHLEY@GMAIL.COM JADEPRODUCTIONS.WEEBLY.COM**

Former student and graduate of Brooklyn College with a degree in **Television, Radio and Film;** Graduation Date: June 1st 2012. Dedicated, passionate about starting a career in my field of study. Eager to develop, expand current skill set. Work effectively with colleagues and enjoy accomplishing goals together.

**SUMMARY OF SKILLS**

* Microsoft Office. Excellent oral and written communication skills, Ability to handle multiple tasks and adhere to deadlines. Solid background and knowledge of administrative & procurement procedures.
* Linear Editing Programs: **(**Final Cut Pro 7 and X, Avid, Premiere Pro**)**, Basic After Effects, Photoshop.
* Camera Operation: Panasonic DVX100A 24p, Sony SX Beta-cam, Panasonic DVC30, Various DSLR

**EDUCATION**

**BA**, Television and Radio, **Brooklyn College,** CUNY, Brooklyn, NY **– Graduation Date: 06/01/2012**

**EXPERIENCE**

**New York City Department of Buildings, Communications Unit – New York, NY**

**Video Editor 11/2013 - 12/2013**

Carefully listening and editing audio recordings, syncing and editing visual slides with audio, exporting various formats of audio and video files, sorting and archiving completed videos.

* Selected to be transferred to the Communications Department to work as Video Editor on a time sensitive project.
* Successfully and efficiently completed the project well ahead of deadline.
* Effectively communicated and updated both creative and administrative co-workers about related issues or status of project in order to maintain a smooth progression.

**New York City Department of Buildings, Purchasing Unit – New York, NY**

**Procurement Assistant 08/2006 - 11/2013**

Effectively corresponded with vendors and end users, Solicit appropriate vendors needed for various goods/services. Use database to accurately complete various purchase orders and contracts. Maintaining files and various database programs.

* Trusted and depended upon to complete rushed and emergency orders for the department.
* Effectively handled extra work load and maintained a high work production

**New York City Transit Authority, Transit News Magazine 07/2009/ - 07/2010**

**Position: Production Assistant/ Intern**

Researched various facts and information for upcoming stories, On site shooting of live events and capturing necessary b-roll footage, Editing stories on Avid Media Composer, Carrying and assembling of heavy equipment, Writing various scripts and voice-overs, Provide sound assistance with boom microphone, Accurately setting up three-point lighting for interviews.

* Learnt various practices and production techniques used in video production and news/information gathering.
* Trusted to produces, shoot and edit a story that was selected and place on the program.