

Victoria Messina

630-204-5486 | VMESSINA29@GMAIL.COM

SOFTWARE PROFESSIONAL EXPERIENCE

Adobe CC

Asana

Trello

Google Suite

SAP Concur

Smartsheets

HARDWARE

Canon C100

Canon 5D

Sony a7S

Nikon D750

INDUSTRY SKILLS

Pre-Production

Coordinating

Video Editing

Graphics

Event Photography

Portraits

Photo Editing

Asset Management

Business Development

Account Management

Phones

Coffee

EDUCATION

University of Iowa

BA Media Production

Spanish Minor

June 2011

1871

August 2018 - Present

Creative Producer

- Capture photography, b-roll, interviews, live events and programming using Canon C100 and DSLR package for 501(c)(3) non-profit dedicated to the development of tech start-ups
- Edit photo and video content consistent with brand using Adobe CC platform
- Own project workflow from inception; manage execution and provide on set support
- Work with internal content team to develop scripts and storyboards; identify and secure needs to ensure successful completion of projects and deliver work on time and in budget

Nordstrom

September 2018 - October 2019

Flex Associate Producer

- Collaborate with on-set team to ensure efficient work flow of 30 merchandise videos daily
- Direct talent at video shoots on speaking points and overall presentation
- Communicate and log progress of shoot; provide needs and additional pertinent information to post-production team and upper management
- Pre-shoot product preparation and styling

Onion, Inc.

November 2017 - August 2018

Production Coordinator

- Communicate across departments to deliver original and sponsored digital content for all editorial brands The Onion, AV Club, and Clickhole
- Coordinate projects for in-house agency Onion Labs from pre-production to wrap
- Reconcile all expenses for VP of Production with SAP Concur
- Collaborate with team members in the office and on set to complete day-to-day tasks and additional assignments as required

October Production + Post

October 2016 - November 2017

Associate Producer

- Produce videos and additional original content for social media and other digital marketing efforts for companies in the tech and healthcare space
- Create budgets, and fulfill client requests throughout RFP process
- Negotiate and communicate deadlines with clients and leadership
- Maintain upkeep of photography and video gear and production studio space

Transwestern

February 2015 - August 2016

Administrative Associate

- Responsible for the research, development, and implementation of marketing and commercial materials for the retail and Midwest executive teams
- Scheduled and launched email marketing campaigns to 1000+ contacts on company email lists weekly via Constant Contact and Microsoft CRM

United Women In Business Foundation (UWIB)

2017 - 2019

VP Community Relations, Chicago Chapter

- Strategize and successfully execute programming calendar for non-profit devoted to the professional development and education for women across all industries

[For an online portfolio, please visit www.victoriamessina.info](http://www.victoriamessina.info)