

GLEN BELTRAN
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EXPERIENCE

FREELANCE VIDEO EDITOR (7/2007 – PRESENT)

EDITOR

- Short and long form editing with Avid Media Composer Adrenaline & Meridian, Xpress Pro w/ Mojo.
- Motion graphics & color correction.
- Digitize / acquire media, output to tape or file, EDLs, Media Management

NBC UNIVERSAL – UNIVERSAL CITY CA (11/2006–7/2007)

EXECUTIVE ASSISTANT

- Supported the Vice President and two Directors of DVD Production.
- Maintained calendars, processed expenses, scheduled meetings, routed budgets.

WOLLBORG / MICHELSON - TORRANCE CA (8/2006-11/2006)

TEMPORARY EMPLOYEE

- Processed Royalties for Warner Music Group. Utilized AS-400, SMART & KMEC.

SYNDICATE FILMS - LOS ANGELES CA (3/2005-7/2006)

WRITER / PRODUCER / EDITOR

- Produced various music videos.
- Wrote and edited infomercial for NewLife Fitness.

KILROY REALTY CORPORATION - LOS ANGELES CA (8/1997-3/2005)

DOCUMENT COORDINATOR

- Prepared, tracked and managed all tenant improvement construction documents.
- Maintained and managed plan room. Responsible for digitizing blueprints for online viewing and archiving.

TIME BUYING SERVICES - Los Angeles CA (6/1994-7/1997)

Media Negotiator

- Negotiated and placed radio and television campaigns for Robinson's May Department Stores, America West Airlines, Viejas Casino, Ringling Bros. Circus and the Nissan Los Angeles Open Golf Tournament.

SKILLS & SOFTWARE

Excellent verbal and written, multi-tasking / time management, problem solving and motivational skills. Avid Media Composer, Avid Xpress Pro, Final Cut Pro, Premier Pro, Photoshop, After Effects, Movie Magic Screenwriter, Word, Excel, Power Point, Outlook. Windows 2000, NT, XP, MAC OS 10.

EDUCATION

Video Symphony – Avid Professional Program
B.A. California State University Fullerton – Communications Management
A.A. Long Beach City College - Business