

## NANCY BYRON

Address – City, ST ZIP – Phone Number – Email – [www.linkedin.com/in/NancyByron](http://www.linkedin.com/in/NancyByron)

### DOCUMENTARY FILM MAKER/ DOCUMENTATION / PRODUCTION SPECIALIST/MANAGER

Motion Picture Camera Operator – Audio-visual Production Specialist – Sound Mixer –  
Recording Engineer Broadcasting & Recording Technician

- Innovative about new technology with finger on pulse of what's new in film.
- Great eye for detail; leverage high creativity levels.
- Energetic, enthusiastic and self-starting.
- Use strong project management skills; capable of tracking multiple projects against activity plans.
- Execute award-winning project deliverables on time and within budget.

*"Nancy is a amazing film and documentary maker. We were lucky to have her, and her eye – and pen – she's also a terrific writer and great editor. Her films and documentaries have won acclaim and have been noted for their ability to convey exactly the message we had in mind."*

– John Joans, Title, Organization  
See this and other endorsements on LinkedIn

### EXPERIENCE

#### **Production Specialist, Company, City, ST (2011-present)**

- Produce and deliver high-quality, engaging and error-free internal and external outputs, even in primitive, uncomfortable conditions, on deadline.
- Drive and develop inspirational and innovative solutions by creatively telling stories and communicating insights.
- Manage projects from concept to execution for both internal communications and manage design and proofing teams for on-time, on-budget delivery of excellent projects with well-developed creative solutions and clean, easy-to-read text. Experienced in scripting and special effects techniques.
- Write design briefs for internal cross-office projects, coordinating logistics where necessary, resulting in award-winning projects, such as XYZ (2011) and ABC (2012).

#### **Jr. Production Specialist, Company, City, ST (2009-2011)**

- Designed creative presentations and deliverable templates to share insights and information with possible customers and team members. Materials used for training, recruiting and public relations.
- Actively contributed to creative steering committee and ensured design team operated in line with objectives.
- Input ideas to encourage creative communication and regular knowledge sharing across with all stakeholders.

#### **Documentation Specialist, Company, City, ST (2006-2009)**

- Set up control systems so commitments against activity plans were met on time and on budget; educated colleagues about design capabilities, resources and costs.
- Kept up with online information to maintain awareness of current thinking and trends within design and filming.
- Used leading-edge, innovative thinking around presentation of ideas, keeping in mind end users, resulting in several unique decks used to recruit new team members and to help sales team market conceptual ideas.

### TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of new media/interactive programs (Flash/HTML/Java/Dreamweaver).

Technical expertise in a wide range of designer tool programs (InDesign, Adobe Photoshop and Illustrator; Final Cut/Pro). **PC-literate:** expert and self-sufficient in terms of core computer skills (Word, PPT, Excel, Outlook).

**MAC literate:** Understand PC/MAC cross-over and what can be achieved when using these in parallel.

Operate motion picture equipment operation. Operate and perform unit-level maintenance on motion, still and studio television cameras.

### EDUCATION

**Bachelor of Science, Film,** New York University, New York, NY, 2006