

Annie Dolan

Los Angeles, CA
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EDUCATION

Occidental College, Los Angeles, CA

Bachelor of Arts, May 2022

Major: Media Arts & Culture - Media Production

Minor: Urban & Environmental Policy

Magna Cum Laude, GPA: 3.8

EXPERIENCE

Jane Doe Films, Los Angeles, CA (REMOTE) — *Post-Production Intern*

2022

Assisted in the post-production processes of the docuseries *Not So Pretty*.

Researched and fact-checked claims for documentary episodes to help develop the most substantial argument possible.

Combed through new cuts to keep scripts and other materials up to date.

Organized NDAs, releases, and other legal paperwork to ensure materials are well accounted for.

Immortal Cinema International, Burbank, CA (REMOTE) — *Post-Production Intern*

2021

Functioned as an assistant editor working on feature documentary films as well as short narrative films.

Worked creatively with sound design and picture editing in Adobe Premiere Pro to cultivate the appropriate tone for each sequence.

Researched, selected, and implemented visual effects in Adobe After Effects.

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Occidental Women's Lacrosse

2018 - 2022

Co-Captain of the team in 2021-2022 and helped facilitate accountability and positive team culture on and off the field

Devoted up to 25 hours a week practicing with my team and developing valuable skills such as time management, communication, and teamwork.

Managed school work and lacrosse activities to ensure both were done to the highest standard and did not conflict.

TOOLS

Proficient in Adobe Creative Cloud

Knowledgeable of Frame.io & DaVinci Resolve

Experienced in Google Suite

Experienced in Microsoft Suite

Social Media:
Instagram, Twitter, YouTube, Vimeo, and Slack

SKILLS

Time Management

Detail-Oriented

Communication

Teamwork

Customer Service

Critical Thinking

Awards

Dean's List
2018-2021

SCIAC All-Academic Team 2019-2021