

Jack Mitchell

719 1/2 N Coronado St, Los Angeles, CA 90026

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EDUCATION:

❖ BA, Emerson College, Boston, MA., Media Arts Production

Graduated May 2024

RELEVANT EXPERIENCE:

❖ **Video Editor, 1Shot Creations** **06/2024-present, Remote**

- Organize and arrange raw footage to create original and entertaining 10-20 minute YouTube videos.
- Edit 1-3-minute engaging real estate promotional content for multiple local companies.
- Acquire and implement various soundtracks, animations, and brand assets into videos and posts.
- Design attention-grabbing thumbnail images for YouTube videos.

❖ **Assistant Editor, Indigenous Media** **01/2024-04/2024, Culver City, CA**

- Assembled string-outs and rough-cuts of 60 Second Docs. episodes, arranging interview clips and b-roll.
- Mastered 60 Second Docs. episodes on After Effects, including resizing for various social media platforms.
- Coordinated interview subject outreach, carried out phone and email conversations with interviewees.
- Organization and streamlining of the production process, including writing production outlines and interview questions.

ADDITIONAL EXPERIENCE:

❖ **Barista, Bastion Bakery** **01/2025-present, Los Angeles, CA**

- Craft coffee and tea beverages for hundreds of customers per day, including pulling espresso shots and steaming milk.
- Arrange the pastry display case, clean, and disinfect surfaces and dishes.

❖ **Clothing Buyer, Buffalo Exchange** **02/2023-06/2023, Somerville, MA**

- Selected and bought in-style clothing that aligned with brand image and quality guidelines.
- Specialized in customer service and conflict resolution, both in buying and selling clothing.

TECHNICAL SKILLS:

❖ **Adobe:**

- Premiere
- After Effects
- Photoshop

❖ Zoom

❖ **Microsoft Office:**

- Word
- Powerpoint
- Excel

❖ Google Workspace

PORTFOLIO LINK: [https://jackmitchell9240.myportfolio.com\](https://jackmitchell9240.myportfolio.com/)