

Chara Andrews

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Education

University of California, Davis - Bachelor of Arts in Cinema & Digital Media w/ a minor in Art Studio, July 2020

Skills

Computer: **Adobe Premiere Pro** for video editing and sound design, **Teleprompter** operations, **Lightroom** and **Photoshop** for digital image editing. Camera: Proficient in **Digital camera** operations and **Studio Lighting** setup. Audio: **Zoom H4nSp**, **Lavalier**, and **Shotgun Microphone** equipment operations. Communication: Able to write clearly and convincingly to convey intention and meaning.

Relevant Experience

Production Assistant, *La Macana* - short film, Emeryville/Alameda, CA, April 2021

As a Runner-PA, I drove talent to and from the film set for this two-day shoot; purchased crafty supplies and other needed items for the crew; picked up breakfast/lunch for crew; assisted production crew and producer in any and all needed capacities.

Production Assistant, *Fit Kids*, Lemonade the Agency, Oakland, CA, Jan 2021

Managed teleprompter allowing on-camera talent to stay focused during a performance, assisted production crew creating smooth functionality of daily tasks, organized and executed errands providing necessary assistance to the director, consolidated electrical equipment speeding up crew clean up time after completing production.

Portrait Photographer, Prestige Portraits by LifeTouch, Sacramento, CA, August 2020 - March 2021

Photographed individual students' for yearbook, graduation, and personal outfit photoshoots; directed individual students in multiple poses creating professional images, communicated with individual students in a friendly and professional manner thereby creating a comfortable environment.

Editor Internship, New York Photography Diary Website, Remote, July 2020 - Present

Manage website through researching New York based photography exhibitions and events providing visitors with informational content, editing the appearance of the website through WordPress creating updated content pertaining to New York photographers' work.

Production Assistant, *Wish.com Promo Shoot*, Boundless Productions, Fresno, CA, November 2020

Performed light grip work and product placement for Wish.com production shoot assisting DP and 1st AC, assisted Producer in organizing, collecting, and distributing breakfast/lunch ensuring crew was well fed; supported DP and 1st AC with camera equipment clean up allowing a quicker production wrap up time.

Production Assistant, *The Match Promo Shoot*, Go To Team, Stanford, CA, November 2020

Assisted production crew in equipment set up and break down creating smooth production operations, handled meal breaks ensuring all crew members received lunches, assisted talent as needed aiding production crews' successful film shoot.

Production Assistant, *Free Fire X Money Heist Shoot*, Lemonade the Agency, Oakland, CA, October 2020

Assisted production crew creating smooth functionality of daily tasks, organized and executed errands providing necessary assistance to the director and lead photographer, consolidated electrical equipment speeding up crew clean up time after completing production.

Production Assistant, *Fit Kids*, Lemonade the Agency, Oakland, CA, July 2020

Managed teleprompter allowing on-camera talent to stay focused during a performance, assisted production crew creating smooth functionality of daily tasks, organized and executed errands providing necessary assistance to the director, consolidated electrical equipment speeding up crew clean up time after completing production.

Documentary Film Festival Volunteer, UNAFF(United Nations Association Film Festival) - Remote

September 2020 - October 2020

Updated film archives ensuring UNAFF was prepared to show all films listed, promoted UNAFF on social media platforms generating public interest and participation in virtual film festival.

Student Researcher, MURALS(Mentorships for Undergraduate Research in Agriculture, Letters, and Science) UC Davis

September 2019 - June 2020

Conducted research on black and mixed-race women's hair highlighting underrepresented topic, examined literature pertaining to black women's hair broadening knowledge of this topic, arranged research findings into PowerPoint format for participation in academic conference, presented research to 1,000 UC Davis students and faculty conveying positive representation of black women's hair in American culture. Research project won 1st place in a UC Davis video competition, and funding for research was awarded by The Provost Undergraduate Fellowship.

Video Production Intern, Strategic Communications, UC Davis, June 2019 - February 2020

Scheduled student interviews and conducted interviews showcasing unique experiences at UC Davis, operated DSLR camera and lavalier microphone equipment ensuring correct framing/audio recording of talent, edited video/audio footage with Adobe Premiere Pro creating compelling representations of UC Davis student experiences.