

EMILY ARCE

emilyarce2001@gmail.com | 9083316580 | East Brunswick, NJ 08816

Summary

Goal-driven Editor familiar with set operations and eager to further develop production skills. Willing to work hard and take on any challenge. High-energy, personable professional with 8 years of experience.

Skills

- Detail Oriented
- Problem-Solving
- Organized
- Project Management
- Google Suite
- Public Speaking
- Production Understanding
- Set Construction
- Final Cut Pro
- Logix Pro X
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Photoshop
- Adobe Lightroom
- Adobe Illustrator
- Davinci Resolve
- 3D Vista
- Insta 360
- Keynote
- Celtx
- Celtx Shots
- Quicktime Player
- Vizrt
- iNews
- Sync Controller

Experience

Elections Graphic Playback Operator | NBC Universal Studios - New York, NY | 10/2023 - 11/2024

- Responsible for supporting elections related programming across all four NBC Universal networks (NBC, MSNBC, NBC News Now, and Peacock).
- Focused on live execution of elections graphics in a fast paced, high-profile environment using various playout devices including Vizrt, Ross, and Sync Controller graphics playback systems.
- Tested graphics for any errors in test data or playback of graphics.
- Answered questions and fulfilled requests with friendly and knowledgeable service.
- Maintained positive working relationship with fellow staff and management.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.

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Production Assistant | Rutgers Scarlet Media - Piscataway, NJ | 10/2019 - 08/2023

- Student Manager
- Pitched in to help crews with building sets and identified problems that could have resulted in possible safety issues.
- Edit and film video content for Rutgers faculty, staff, and other clients
- Assisting at film shoots and live events
- Assist with office work, research, training, and project development

Lab Assistant | Digital Filmmaking EB Vo-Tech - East Brunswick, NJ | 09/2016 - 06/2019

- Tasked with management of equipment
- Learned organization and care for equipment
- Gained experience in the use of different equipment

Education and Training

Rutgers Mason Gross School of The Arts | New Brunswick, NJ | 05/2023

Bachelor of Arts: Film

Minor: Psychology

EB Vocational And Technical High School | East Brunswick | 06/2019

High School Diploma

Major in Digital Filmmaking

Accomplishments

slip from memory *Nominated for Best Experimental*

- All American High School Film Festival 2019

Too Toxic *Won Best Music Video, Nominated for Best Music Video*

- 5th Reel Film Festival 2019
- 2nd Bergen International Film Festival of NJ 2019

Vehement Color *Won 1st Place*

- Viewmaster 2019

Phosphorescence *Nominated for Best Experimental*

- Brightside Tavern Shorts Film 2018
- Hang Onto Your Shorts Film Festival 2018

Technicolor Mind *Honorable Mentions, Best Stop Motion*

- NJ Young Filmmakers Festival 2017

Websites, Portfolios, Profiles

- <https://emily-arce.weebly.com/about.html>
- https://www.youtube.com/channel/UCqnBgyyjn_z-oblg-6FUCfQ
- <https://www.linkedin.com/in/emily-arce-4447ba196/>