

Travon Lee

(862) 220-7641 | travonlee19@gmail.com

LinkedIn: <https://www.linkedin.com/in/travon-lee-425ab112b/>

EDUCATION:

William Paterson University, Wayne, NJ

May 2020

Bachelor of Arts

Major: Communication

Concentration: Media Production

Minor: Film Studies

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, Outlook, Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, Avid Media Composer, Sony Vegas, Final Cut, Media Writing, Computer Literate, Social Media, Email Literate, Troubleshooting & Problem Solving, File Formats, Encoding, Viral Marketing

EXPERIENCE:

Long Bright River (Sony) (Brooklyn, NY) *Office Production Assistant*

May 2024

- Maintained and updated a financial log for the Production
- Coordinated the Meal Pickup and distribution to staff
- Printed and Distributed Scripts and other documents to the necessary personnel.

Babygirl (A24) (New York, NY) *Additional Production Assistant*

November 2023 - December 2023

- Acted as the Driver for Hair & Makeup Team and ensured they got to all destinations in a safe & timely manner
- Assisted hair & makeup team with loading and unloading the vehicle when departing and arriving at destinations
- Maintained and updated a daily inventory log for the Production Office

FX's A Murder at the End of the World (Disney) (Jersey City, NJ) *Health & Safety Set Monitor*

July 2022 - August 2022

- Coordinated Daily Health Screenings to all Cast & Crew to contain the spread of COVID-19 on set
- Enforced COVID safety protocols to all cast & crew

The Perfect Find (Netflix) (Newark, NJ) *Health & Safety Set Monitor*

June 2021 - August 2021

- Enforced COVID safety protocols to all cast & crew
- Resupplied the daily inventory of cleaning equipment
- Managed large crowds of cast & crew to differing areas to ensure Social Distancing Guidelines were followed

William Paterson Technical Services Window (Wayne, NJ) *Technology Consultant*

July 2019 - May 2020

- Assisted in the development of a digital scheduling system which allowed students to effectively reserve equipment for a desired time & date
- Coordinated with fellow staff to produce and publish various tutorial videos for the Technical Services YouTube channel.
- Assisted students in troubleshooting technical issues regarding software / hardware and prepared all film equipment for University / Student Productions.
- Ensured all Professors has the proper equipment and resources to foster an engaging learning environment

Garden State Film Festival (Asbury Park, NJ) *Production Assistant*

March 2019 - March 2021

- Assisted in the construction and deconstruction of vendor and box office venues
- Captured behind the scenes photo and video content for event promotion for GSFF Social Media and Website
- Troubleshooted, Problem Solved, and Operated the Projectors during Film Screenings

Inspimind (Paterson, NJ) *Multi Media Intern*

October 2018 - May 2019

- Shot and edited multiple productions for Inspimind's Social Media and YouTube Accounts
- Oversaw the three stages of Production for various lectures, educational content, and student testimonials
- Lead a team of videographers to capture content for future social media reels

RELATED PROJECTS

- PufferTok/Bigpuffer (Editor) | TikTok
- Queer Peer Reviews YouTube Channel (Camera Operator & Editor) | YouTube
- Commercial Break! - Today's Variety COVID -19 Edition (Editor) | YouTube
- M.I.L.D (Director, Screenwriter, Editor) | YouTube