

Rimma Dreyband
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OBJECTIVE

Seeking a production position in a professional production environment.

WORK EXPERIENCE

Gunshop TV

January 2008 – December 2008

Production Coordinator

- Planned and coordinated production of motion graphics, 3D and live action projects for clients including MTV, A&E, Food Network, Bank of the West, American Airlines, from project open to wrap.
- Acted as liaison to network and agency clients.
- Drafted and presented pitches and proposals for potential projects.
- Managed studio and individual project schedules, ensuring timely delivery for all boards, motion tests and finals.
- Supervised in-house and freelance production staff including designers, animators, videographers and editors.
- Created, maintained and distributed company collateral including reels, newsletters and press releases.
- Standardized production and office procedures resulting in a smoother workflow.
- Office manager: responsible for every day office operations.

Production Intern

- Assisted Executive Producer with client outreach including distribution of reels and maintaining contact database.
- Wrote copy for company materials including press releases and newsletters.
- Production assistant on live video shoots.
- Maintained database of freelance talent and reference material.

San Francisco State University

September 2007 - May 2008

Graduate Teaching Associate

- Taught studio production, including camera operation, video switcher functionality, audio board, lighting, CG software, basic editing, directing, and studio operation,
- Developed curriculum, weekly lectures and technical demonstrations on studio functionality and operations in order to prepare students for major end of semester productions.
- Guided student projects from conception to execution, including scripting, proposals, storyboarding and production.

Graduate Assistant

- Responsible for department video equipment rentals and returns.
- Trained new staff in equipment room procedures and operations.
- Maintained database of equipment and customers.

San Francisco Boys Chorus

February 2004 - September 2005

Development Associate

- Researched, composed, edited and assembled numerous grant proposals for new and existing funders.
- Implemented and maintained new donor/constituent database and tracking system.
- Designed and created publications including newsletters, promotional materials and concert programs.
- Assisted in planning, organizing and executing major fundraising events and concerts.
- Managed multiple promotional and fundraising mailing campaigns and oversaw Alumni relations.
- Directed several fundraising drives including Annual Giving, Vehicle Donations, eScrip and In Kind.

SKILLS

OFFICE/WEB: MS Office Suite, Project, iTaskX, Photoshop, Final Cut Pro, DVD Studio Pro, ProTools.

LANGUAGES: Fluent in Russian, proficient in French.

EDUCATION

- Master of Arts in Radio and Television, San Francisco State University (3.84 GPA)
Coursework in: Animation history and principles, video and audio aesthetics, studio production, field production, documentary, editing, experimental production, media analysis, script writing, audio editing and sound design.
- Bachelor of Arts in Linguistics, San Jose State University (3.4 GPA)
 - Certificates in Computational Linguistics and TESOL (Teaching English to Speakers of Other Languages)
- Minor in Theatre Arts with emphases in Dramatic Writing and Acting

References available upon request.