

# RACHEL KEYS

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## EDUCATION

### VCU School of the Arts

August 2019 - May 2023

BFA in Kinetic Imaging (Video and Animation)  
Minor in Creative Writing

## SKILLS AND PROGRAMS

- Video Editing
- Motion Graphics
- Sound Editing
- Creative Writing
- Creative Writing
- Microsoft Office
- Adobe Suite
- Project Management
- Organization
- Communication
- Social Media Platforms (e.g. Instagram, TikTok, YouTube)

## MEDIA EXPERIENCE

### PROJECT MANAGER and SPECIAL PROJECTS COORDINATOR

June 2025 – Present

Whiteboard Geeks

- Manage project production timelines
- Lead meetings with clients as main point of contact
- Coordinate creation and execution of internal marketing projects
- Edit video content for marketing campaigns
- Quality check all deliverables and provide constructive feedback when needed

### FREELANCE VIDEO EDITOR

February 2025 – August 2025

Marketscale

- Collaborate with a variety of industries to create high quality video content using Premiere Pro
- Create original narrative based content with quick turn around from idea to finished product
- Source assets (e.g. stock footage, music) that align with the video concept to develop a cohesive story
- Completes every aspect of the post-production process including color-correction and audio editing
- Utilize company templates and MOGRTS to create polished, professional clips
- Communicate consistently with client and project managers

### ASSISTANT PROJECT MANAGER

June 2023 – May 2025

Whiteboard Geeks

- Assist with the managing of projects in production
- Edit internal video content
- Make updates to and manage company website
- Communicate with team to ensure production is completed successfully

### PODCAST EDITOR & PRODUCER

September 2023 – October 2024

Whiteboard Geeks

- Edit audio files, and mix together sound in Audition for podcast episodes
- Manage and publish podcasts
- Communicate podcast information to guests
- Use Premiere Pro to create clips to post on social media

