

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

RELEVANT COURSEWORK: Motion Graphics, Animation I & II, Video I & II, Video Topics: The Story (visual storytelling), Writing for Stage and Screen, Character Fabrication (stop motion), Character Animation, 3D Computer Animation, Sound Communication, Global Education

SKILLS AND PROGRAMS

- Video Editing
- Motion Graphics
- 2D Animation
- Sound Editing
- Creative Writing
- Dropbox
- Asana
- Microsoft Office
- Adobe Suite
- Project Management
- Organization
- Adaptability
- Communication
- Social Media Platforms (e.g. Instagram, Twitter, YouTube)

MEDIA EXPERIENCE

PODCAST EDITOR and PROJECT MANAGER

September 2023 – Present

Whiteboard Geeks

- Edits audio files, and mixes together sound in Audition for podcast episodes
- Manages internal podcast timeline and organizes podcast pipeline
- Publishes internal podcasts
- Communicates podcast information to interviewees
- Uses Premiere Pro to create clips to be posted on social media

SPECIAL PROJECTS COORDINATOR

June 2023 – Present

Whiteboard Geeks

- Coordinates creation and execution of internal marketing projects
- Manages project timelines and reaches out to vendors
- Communicates with team to ensure project is completed successfully
- Organizes tasks and delegates workload to hired staff
- Conceptualizes and executes collaborated ideas into deliverable products
- Creates and edits video content to for social media and marketing purposes

PRODUCTION INTERN

June 2022 – June 2023

Whiteboard Geeks

- Conceptualizes and creates animations and motion graphics sequences for company projects
- Manages project timelines as lead editor of internal projects
- Retimes commissioned voiceovers to match with pre-recorded footage in Adobe Premiere Pro
- Mixes together sound effects and music to accompany animated sequences
- Creates clips to be posted on social media