

CAROLYN BAJZER

New York, NY 10038 | cnbajzer@gmail.com | 440-554-6937 | [LinkedIn](#) | [Portfolio](#)

EDUCATION

Pace University, Dyson College of Arts & Sciences | GPA 3.88

New York, NY

Bachelor of Arts (BA) in Film & Screen Studies | Minors: Digital Media Studies and Graphic Design

May 2022

Honors: Summa Cum Laude [2022] Indelible Mark Student Award [2021]

Courses: Editing for Film and Television | Digital Television Field Production | Directing for Film and Television | 16mm Film Production

FREELANCE EXPERIENCE

Freelance Key Production Assistant

Spectrum Reach Advertising, Spectrum

July 2022

- Assisted the Production Team with clerical tasks and management of film equipment and pre-production materials

Kyndryl Alliance Promotional Media, Motive Made Studios

June 2022

- Assisted various departments within the Production Team with clerical tasks and daily set and talent preparation

Freelance Post-Production Editor

Spaceman, Honey and Hemlock Productions

March 2022 – Present

- Organized, cut and assembled video and audio files for end-stage digital editing process of short film "Spaceman"

CONTRACT EXPERIENCE

Pace University Film and Screen Studies Department

New York, NY

Production Teaching Assistant

May 2021 – May 2022

- Assisted in production and post-production processes with operation of film equipment and end-stage digital editing
- Collaborated with department faculty in organizing and coordinating coursework, projects, events, and screenings
- Produced and edited independent film production from screenplay adaptation with fellow film assistants and crew

Ideastream

Cleveland, OH

Education Media Intern

May 2019 – August 2019

- Collaborated with manager and managing producer to promote Career Technical Education (CTE) programs
- Produced interview-based videos for CTE mini-series to promote documentary and alternative career paths
- Managed purchase orders for promotional merchandise for special PBS aired documentary release event

Cuyahoga Valley Career Center (CVCC)

Brecksville, OH

Voice Narrator

April 2018 – May 2018

- Narrated summaries for 28 career technical education programs for digital application and course catalog
- Operated sound recording equipment, including Zoom H4N recorder, Audacity software, and microphones
- Reviewed and memorized scripts, collaborated with fellow peers to effectively record program narrations

LEADERSHIP EXPERIENCE

Student Government Association

New York, NY

Dyson College of Arts and Sciences President

May 2021 – May 2022

- Draft and implemented university-wide legislation in the topics of resources for the arts and student affairs
- Curated social media content and digital graphics for use in online accounts, marketing materials, and press releases

Pace Photography Club

New York, NY

Vice President

March 2019 – May 2022

- Organized art-based field trips, contests, campus events, student organization partnerships and workshops
- Provided photo services and postproduction editing for other on-campus organization events, and activities

SKILLS & CERTIFICATIONS

Technical: Adobe Creative Suite: Premiere Pro, Photoshop, Lightroom, Illustrator, InDesign, After Effects and Dreamweaver, Avid Media Composer, MS Office Suite, DSLR Photography & Videography production, Social Media

Certifications: Adobe Photoshop (October 2017-Present) | Adobe Premiere Pro (February 2017-Present)