

**ISAIAH A. DENNIS**  
(516) 242-6693 | isaiahdennis42@gmail.com

**Work Experience**

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**Lancer Insurance – Long Beach, NY**

*Department Assistant*, December 2021 – Present

- Process survey letters from insurance audits to insured clients
- Process, maintain and organize insurance claims, department files, and legal documents
- Review of personnel expense reports for accuracy
- Review of personnel time sheets for accuracy
- Provide customer support regarding client's policy of insurance
- Communicate clearly and positively with co-workers and management
- Resolve complaints and transfer incoming phone calls promptly and professionally

*Intern*, July 2021 – December 2021

- Process survey letters from insurance audits to insured clients
- Keep records of insurance claims, processed files, and documents
- Communicate clearly and positively with co-workers and management
- Resolve complaints and transfer incoming phone calls promptly and professionally

**Panera Bread – Pikesville, MD**

*Line Cook*, February 2021 – March 2021

- Maintained high standards of customer service during high volume and fast paced operations
- Lifted and moved heavy objects through kitchen
- Assisted Management with inventory control
- Communicated clearly and positively with co-workers and management

**Kimberly Skyrme Creative – Baltimore, MD**

*Intern*, August 2020 – December 2020

- Worked closely and provided daily assistance to Producers to research talent
- Communicated clearly and positively with Producers
- Provided script coverage on feature length and television pilot scripts
- Created a crowdfunding campaign for projects using Seed & Spark

**Ghost Robot – Brooklyn, NY**

*Intern*, June 2019 – July 2019

- Communicated clearly and positively with talent and management
- Provided daily assistance and research to Producers, Directors, and Studio Manager
- Lifted and moved heavy objects and equipment within inventory and office space
- Tracked, maintained, and restocked inventory on weekly basis

**Projects**

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**Assistant Producer**

- *Metronome* (Feature Film)– 2022

**Writer/Director/Actor/Editor/Producer**

- *Da Youngins' – Episode 1: Barbers of the Dorm* (Short Film) – 2021  
Link: <https://youtu.be/f0vvdmywYVs>

# ISAIAH A. DENNIS

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## Writer (Story By)

- *Isolation of the Mind* (Short Film) – 2021  
Link: <https://vimeo.com/547738139>

## Writer

- *Colour Blocked* (Short Film) – 2020  
Link: [https://youtu.be/uQilJ\\_CdR8k](https://youtu.be/uQilJ_CdR8k)

## Education

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**Stevenson University** – Owings Mills, Maryland

August 2017 - May 2021

- *Bachelor of Science in Film and Moving Image*
- Concentration: Writing/Producing
- GPA: 3.492/4.0

## Skills

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- Acting
- Adobe Creative Cloud
  - Premiere Pro
  - Audition
- Creative Writing
- Digital Cameras
- Film Cameras
- Final Cut Pro
- Final Draft
- Microsoft 365
  - Microsoft Excel
  - Microsoft One Drive
  - Microsoft Outlook
  - Microsoft PowerPoint
  - Microsoft Word
- Script Analysis
- Social Media Management
  - Facebook
  - Instagram

## Activities

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- Black Student Union
  - Student Member 2017 -2021
- National Broadcast Society/Film and Moving Image
  - Student Member 2017 - 2021

## Awards

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- 2021 Los Angeles Global Film Festival Award
  - Best Student Film – Isolation of the Mind
- 2021 Film & Moving Image Department Award for Special Achievement in the Field of Writing
  - Department award recognizing significant growth and development as a writer throughout their course study