

TRINETTE CLARK

■ Indianapolis, IN 46235 ■ (470) 218-4576 ■ trinetteclark@gmail.com ■

PROFESSIONAL SUMMARY

Versatile writer and published author is proficient in researching, writing, and editing diverse content. Works with minimal input to produce engaging, authoritative, and error-free work. Autonomous yet communicative with a numerous years history of superior performance in remote environments and diverse cultures.

ACCOMPLISHMENTS

- Official Selection Lift-Off Filmmaker Sessions @ PinewoodStudios
2022- "Little Dewayne: A Comedian's Tale" Trailer, Screenplay
- Official Selection First-Time Filmmaker Sessions @ PinewoodStudios **2022- "Little Dewayne: A Comedian's Tale"-Screenplay, Trailer**
- Official Selection BESLA CHICAGO 2022 ACTORS & WRITERS FELLOWSHIP **2022- "Little Dewayne: A Comedian's Tale"- Script, Screenplay**
- Official Selection ARFF Barcelona International Film Awards 2022 **IMDb Award Listing Qualifier- 2022 Little Dewayne: A Comedian's Tale Trailer**

SKILLS

- Originality and Creativity
- Language and Tone Customization
- Grammar Comprehension
- Idea Brainstorming
- Database Interface and Query Software
- Work Planning and Prioritizing
- Themes and Methods
- Product-Specific Writing
- Adobe Systems Software
- Draft Development
- English Language Structure
- Draft Presentation
- Speech Writing
- Research and Interviews
- Project Proposals
- Social Media Content Writing
- Creative Direction
- Essay Writing
- Nonfiction Prose
- Research Writing
- Script Development
- Email Communication
- Dependability and Cooperation
- Deadline Attainment
- Descriptive Analysis
- Critical Analyses
- Adaptability and Flexibility
- Concept Development
- Precision and Accuracy
- Artistic Activities Coordination
- Biographies and Novels
- Copyright Procedures and Protocols
- Editing and Rewriting

WORK HISTORY

WRITER/AUTHOR 11/2020 to Current
Trinette Clark Books, Indianapolis, IN

- Published Author, Poet, Scriptwriter, Filmmaker
- Daisy Goes To The Beach, Daisy Goes To The Zoo, Vincent The Vampire, I Am Autistic, I Am Me (Children's Books)

- Little Dewayne: A Comedian's Tale (Romantic Comedy Novel. Trailer. Screenplay), The Golden Express (Social issues: Suicide, Novel)
- Worked on creative brand messaging, campaigns, and creative brainstorming.
- Maintained informative social media to help further storylines and promote future events.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Organized material to research and complete writing tasks.
- Wrote and proofread blog and social media posts, website copy, and articles.
- Formatted articles, blogs, and webpages with HTML, photos, and infographics.
- Marketed services through social media platforms and advertising services.

MUSIC PUBLISHER 10/2011 to 07/2022

T Clark Publishing Company, Indianapolis, IN

- Mechanical. Synch. Master Licensing
- Edited classified and unclassified reports and other communications materials to maximize organization, proper grammar usage, and clarity.
- Participated in meetings and conference calls to gather and communicate document layout and production process information and represent production function.
- Utilized desktop publisher software to examine printed materials and verify design elements remained intact.
- Recommended layout changes to make materials more accessible and improve presentation.
- Organized photo libraries by product codes to allow for quicker search results.
- Maintained professional demeanor by staying calm when addressing unhappy or angry customers.
- Formatted in Microsoft Word and PDF to prepare documents and proposals for review or final submission.
- Satisfied project requirements and customer demands by creating high-quality layouts for manuals, newsletters, posters and brochures.
- Checked preliminary and final proofs for errors and made necessary corrections.

GRAPHIC DESIGNER 01/2010 to 07/2021

TCA Corporation, Indianapolis, IN

- Used Adobe Photoshop, Adobe Illustrator and Adobe Indesign to develop new images.
- Designed graphics for websites, logos and promotions for marketing purposes.
- Promoted company's events by designing marketing materials such as posters, digital invites and brochures.
- Assisted with design of print materials such as flyers and ads by producing basic layouts, selecting colors and tracking down appropriate images.
- Developed creative design for print materials, brochures, banners and signs.
- Created digital image files for use in digital and traditional printing methods.
- Met with customers to present mockups and collect information for adjustments.
- Completed final touches for projects such as images sizes and font selection.
- Designed website layouts, templates and unique branded looks.
- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Applied knowledge of production to create high-quality images.
- Put together videos for social media, advertising and informational purposes.
- Created broad range of work using various design techniques.
- Developed display, marketing and packaging materials to support product branding strategies.
- Applied creative expertise to present marketing concepts.
- Completed in-depth product design tests with help of different software, models and design systems.

- Coordinated, created and scheduled content, designs and periodic updates to company website.
- Created and updated trend boards, investigated changing conditions and recommended strategic adoptions to capitalize on projected changes.

PHOTOGRAPHY MANAGER 01/2014 to 07/2021

Toby Boy Productions, Indianapolis, IN

- Set up lighting, prepared sweeps and organized area for photography sessions.
- Selected and set up appropriate props, backdrops and lighting.
- Planned and prepared for on-location and studio shoots.
- Edited, toned, captioned and uploaded photographs for publication.
- Photographed high-quality images for various print and digital projects.
- Directed training and retraining of employees to boost performance and enhance business results.
- Assisted in organizing and overseeing assignments, planning and coordinating in-house and outsourced resources.

PHOTOGRAPHER 01/2014 to 07/2021

Toby Boy Productions, Indianapolis, IN

- Assisted with development of stories for film projects.
- Purchased supplies, food, props and equipment for production use.
- Managed video shoots, set teams and performers while creating work schedules and operating production equipment.
- Created production schedules for every step of video production.
- Oversaw day-to-day operations for production company specializing in creating videos for webcasting, commercials and special events.
- Worked with clients to produce various types of videos.
- Interfaced with clients to define project scopes of work, budgets, creative vision and deliverable schedules.
- Coordinated with clients to define project specifications, vision, scope and budget.
- Negotiated contracts and rates to save company money.
- Monitored industry trends to stay informed of innovative technology, production equipment and editing software.
- Developed promotional materials, posters and videos.
- Increased customers through networking, referrals and production excellence.
- Assisted clients and creative teams in script writing and set design.
- Oversaw development of company website and fielded customer questions sent electronically.
- Photographed high-quality images for various print and digital projects.
- Digitally edited photos to enhance appearance.
- Planned and prepared for on-location and studio shoots.
- Edited, toned, captioned and uploaded photographs for publication.
- Determined and adjusted subject position, props and lighting equipment while selecting camera angles to optimize final product.
- Completed complex photo shoots at indoor and outdoor venues.
- Scheduled and booked locations for photo shoots, working collaboratively with clients and contacts.
- Experimented with different lighting effects to deliver unique images.
- Selected and set up appropriate props, backdrops and lighting.
- Consulted with clients to discuss commission ideas and style preferences to create mutually agreeable project parameters.
- Archived photographs on computers and servers.
- Inspected proofs to verify quality and determine needed adjustments and retouches.
- Defined and recommended detailed solutions to capture images.

- Maintained and shared portfolios of artistic work to demonstrate styles, interests and abilities with potential customers.
- Performed advanced computer processing of images for assignments.
- Tracked inventory for photo products and equipment.
- Produced album publicity photo sessions for artists.

MUSIC LABEL MANAGER 10/2010 to 07/2021

Tri Clark Records, Indianapolis, IN

- Rotated merchandise and displays to feature new products and promotions.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.
- Maintained professional demeanor by staying calm when addressing unhappy or angry customers.
- Established team priorities, maintained schedules and monitored performance.
- Directed training and retraining of employees to boost performance and enhance business results.
- Assisted in organizing and overseeing assignments, planning and coordinating in-house and outsourced resources.

FILM PRODUCER 01/2020 to 07/2021

TCA Corporation, Indianapolis, IN

- <https://www.facebook.com/Tobyboyproductions>
- Developed ideas, produced and edited vast types of projects for various media and platforms.
- Created production schedules for every step of video production.
- Oversaw day-to-day operations for production company specializing in creating videos for webcasting, commercials and special events.
- Worked with clients to produce various types of videos.
- Developed and proposed project scripts, sketches and storyboards to gain client approval during throughout project phases beginning with pre-production.
- Interfaced with clients to define project scopes of work, budgets, creative vision and deliverable schedules.
- Coordinated with clients to define project specifications, vision, scope and budget.
- Assisted with development of stories for film projects.
- Helped set up sound, lighting and camera angles.
- Managed video shoots, set teams and performers while creating work schedules and operating production equipment.
- Negotiated contracts and rates to save company money.
- Monitored industry trends to stay informed of innovative technology, production equipment and editing software.
- Increased customers through networking, referrals and production excellence.
- Assisted clients and creative teams in script writing and set design.

EDUCATION

High School Diploma : General Studies

Paul Robeson High School - Chicago, IL

- Member of Honor's Society

Bachelor of Science : Liberal Arts & Sciences, **05/2009**

Martin University - Indianapolis, IN

- Completed professional development in Sociology

CERTIFICATIONS

- Creative writer (10+ years)
- Photographer (10+ years)
- Videography (10+ years)
- Film Creation (2 years)

**ADDITIONAL
INFORMATION**

- Authorized to work in the US for any employer