

KENDRA FREDERICK



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Atlanta, GA

Experience

Batboy- Student Short Film 2020 - 2020

Casting Director

- Called actors to check availability
- Organized casting sessions
- Took notes during casting sessions and operated the camera
- Edited auctions videos and logged them into Google Drive

Zombie Attack - Student Short Film 2018 - 2018

Casting Director

- Scheduled appointments for auditions and readings
- Reviewed demo reels
- Determined availability of actors
- Assisted in running sessions, reading, and operating the camera.

Tiger's Roar - Savannah State University Newspaper 2016 - 2018

News Editor

- Managed a full team of news and sports reporters
- Captioned photos for news articles
- Logged photos into Google Drive
- Wrote breaking and feature news stories in a timely manner
- Booked guests to interview for the newspaper/news show

Savannah State University 2016 - 2017

Event Services Assistant

- Scheduled events and created and maintained the office calendar
- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors

Fulton County Government Television 2016 - 2016

Intern

- Edited B-Roll for news updates
- Logged B-Roll into CatDV
- Operated cameras for Fulton County Commissioner meetings

Education

2018

SavannahState University

Savannah,GA

**Bachelor of Arts : Mass
Communication**

Skills

- Non-linear video editing
- Data Entry
- Microsoft Word, Excel, Outlook, Powerpoint
- Billing and record-keeping
- Calendar management
- Scheduling
- Google Drive
- Invoicing
- Event Planning
- Social Media
- Faxing