

Khalil V. Walrond

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Skills:

Editing; Final Cut Pro X and Logic Pro
Operating Microsoft Excel, PowerPoint and Word Copy
Editing and Journalism

Employment History:

NBC Studios- New York, NY October 2020 – October 2021

Production Assistant

- Researched and compiled info for trending stories and breaking news
- Organized crew logs in chronological order for the *Today In New York* show
- Prepared and ran scripts to anchors; Darlene Rodriguez, Michael Gargiulo and Gilma Avalos

Red Car Inc.- SoHo, NY

January 2013 – November 2015

Post Production Assistant

- Handled hard drives and connected high-definition monitors for clients
- Recorded Californian talent through Cisco technologies for an Olive Garden commercial

NBTV Studios - Chelsea, NY

October 2012 – March 2013

Production Assistant

- Assisted a production team gather props for sets and film actresses for auditions.
- Produced log sheets to seek crew members for various shoots.
- Promoted the services of New Buzz Television through Facebook

Mercy Media – Dobbs Ferry, NY

November 2010 – April 2014

Production Assistant

- Helped professors establish successful connections for monitor panels
- Ensured high-definition audio for stage performances by mixing and mastering
- Uploaded footage to the Mercy College YouTube page

Education

Mercy College, New York, NY

Spring 2015

Bachelor of Science, Media Studies
Specialization: Television and Radio