

20 Apple Tree Lane  
Liverpool, NY 13090  
(315) 657-3472  
thejakecrawford@gmail.com

## Skills

Adobe Creative Suite -  
Premiere Pro, After Effects,  
Photoshop, Illustrator,  
Audition, InDesign

Video production & editing

Animation & motion graphics

Graphic design

Social media management

Web design

Photography

Script writing

Verbal & written communication

Creative problem-solving

Organization

Microsoft Office 365 -  
Teams, Word, PowerPoint, Excel

Google Suite -  
Drive, Docs, Slides, Sheets, Forms

## Education

**SUNY Plattsburgh**  
August 2021 - May 2024

B.S. in Digital Media Production  
B.S. in TV-Video Production

3.98 Overall GPA

## Experience

### **Assured Information Security** — *Digital Content Creator Intern*

May 2023 - August 2023 | Rome, NY

- Producing videos, graphics, and animations for official social media and internal communication channels
- Creating content in line with the AIS brand identity
- Collaborating and coordinating content with corporate communications team
- Coordinating content with other corporate departments (recruitment, HR, IT, etc.)

### **Carr-Hughes Productions** — *Production Assistant/Utility*

January 2023 | Saranac Lake, NY

- Assisting with the television broadcast of the 2023 FISU World University Games curling events
- Aiding in the set-up, operation, and striking of production equipment
- Facilitating coordination between production truck and venue

### **Cardinal Points** — *Multimedia Editor*

October 2022 - May 2024 | Plattsburgh, NY

- Producing video content for official social media channels
- Managing the Cardinal Points YouTube, Instagram, TikTok, Twitter, Facebook pages
- Creating and distributing a weekly email newsletter
- Sitting on the board of directors for Plattsburgh State Media, Inc.

### **Plattsburgh State Television** — *Crew Member*

September 2022 - December 2022 | Plattsburgh, NY

- Operating TV studio equipment (live switcher, camera, audio console, microphones, teleprompter)
- Directing live newscasts and other live-to-tape productions
- Coordinating between the studio and production control room
- Working with station managers/producers to ensure the smooth production of shows

### **SUNY Plattsburgh Equipment Cage** — *Reservation Attendant*

September 2022 - May 2024 | Plattsburgh, NY

- Editing and archiving university video content
- Managing multiple pieces of production equipment (cameras, lights, microphones, etc.)
- Performing equipment maintenance tasks (cleaning camera lenses, testing batteries, etc.)

### **SUNY Plattsburgh Theater Department** — *Theater Helper*

September 2022 - December 2022 | Plattsburgh, NY

- Construction of props and set pieces
- Assisting with the operation and maintenance of lighting equipment

### **Panera Bread** — *Customer Service Associate*

August 2020 - January 2024 | Liverpool, NY

- Communicating with customers and accommodating their needs
- Cooperating and communicating with other associates