

# SERA TABB

{ Seeking to use my skills to strengthen  
your creative communication. }

## E X P E R I E N C E

Plexory (March 2009 – present)

Creative Coordinator/ Producer: Provides and organizes creative services including graphic design, web and video content. Advises clients through a range of creative possibilities and assists agencies and production studios on a freelance basis. Clients include: The Travel Channel, The Martin Agency, Tupelo-Honey, BF Goodrich and FreeCreditReport.com.

Thoughtstream Media (June 2008 – March 2009)

Post-production Coordinator: Organized client and producer needs while assisting in editorial. Managed graphic assets and created original motion graphics for video and web. Created company website with client access to an online file transfer system. Clients included: TLC, GEICO, Walmart, Seiko, Anthem and The Alliance For Climate Protection.

Thoughtstream Media (June 2007 – May 2008)

Intern: Maintained staff needs on-set as a production assistant and provided editorial assistance during post-production. Followed content creation from production to final output.

Virginia Commonwealth University (February 2007 – May 2008)

Audio/Visual Technician: Produced events, speaking engagements and large-scale entertainment. Created atmosphere using a variety of equipment including: staging, lighting, audio mixing and projection.

National Park Service Film Unit (June 2006 – August 2006)

Intern: Created audio visual works to engage the public promoting environmental and historical knowledge. Served as an assistant editor on the Selma to Montgomery documentary project, "Never Lose Sight of Freedom".

## R E C O G N I T I O N

Graduated Magna Cum Laude from Virginia Commonwealth University with Honors. Awarded a Dual Degree in Communication Arts, B.F.A. and English, B.A., 2008.

Awarded \$9,000 in VCU Arts Research Grants to direct and produce a documentary feature film, "The Identity Richmond Documentary Project". Created and led a team of student interns to complete production, 2007-2009.

Selected to attend the week-long Tasmeem: Doha International Design Conference in Doha, Qatar, 2007.

## S K I L L S

Production administration including budgeting, shooting, scheduling, editing and output of final deliverables.

Final Cut Pro, Avid Media Composer, Mac Caption, Adobe CS4: After Effects, Photoshop, Illustrator, InDesign and Dreamweaver, Microsoft Office: Word, Access, Excel and Power Point.

Experienced with HD production equipment including a variety of cameras and lighting gear.

## S E R V I C E

Appalachian Service Project (April 2000 – present)

Provides leadership on summer service trips while conducting construction to rebuild homes with young adult crews.

VCU Emerging Leaders Program, (July 2006 – May 2007)

Mentored incoming freshman and helped create community and social consciousness at VCU.