

JORDAN ASHLEIGH SMITH

◆ jordanashsmith@gmail.com
https://www.linkedin.com/in/jordanashsmith/ ◆ www.jordanashsmith.com

VIDEO EDITOR

FILM & VIDEO PRODUCTION | VIDEO EDITING | DIGITAL MEDIA & STORYTELLING | PODCAST PRODUCTION

Innovative and dynamic Video Editor with years of comprehensive experience producing creative digital content for the entertainment industry; proven success and proficiency in video editing, graphic design, digital media, and animation. Expert in assessing client preferences, devising compelling tactics, and conducting meticulous research for content with the eagerness to work with teammates and develop intelligent, beautiful video solutions. Collaborated with numerous clients, establishing and increasing brand awareness while designing still formats and social media templates for video. Possesses an artistic and aesthetic sense, versatility, and expertise for various content to achieve the client's vision and preference for documentary-type content, live programs and interviews, and product branding.

CORE COMPETENCIES

- Cross-Functional Collaboration
- Program & Production Management
- Marketing & Social Media Engagement
- Organization & Effective Communication
- Administrative Support
- Social Media Development
- Animation & Motion Graphics
- Process Improvement & Efficiency
- Website & Multimedia Content
- Digital Creation & Creative Design
- Print Articles & Promotional Videos
- Public Relations & Customer Service

TECHNICAL SKILLS

Administrative: Slack, Studio Binder, Hootsuite, Canva, Hello Fax, Microsoft Office Suite (Word, PowerPoint, Excel, Access, Outlook).

Post-Production: Adobe Premiere Pro, Adobe After Effects, Adobe Audition, Plural Eyes, Vox Pro, Zoom PodTrak P8.

EDUCATION

BS in Communications, Minor in Business Administration (Summa Cum Laude) – St. John's University **May 2019**

PROFESSIONAL EXPERIENCE

AUDIO ENGINEER

WTF Media Studios

April 2021 – Present

New York City, NY

- Perform audio manipulation tasks, including recording for podcasts, running boards, and editing/mixing audio and videos.
- Mix multiple audio sources from studio and remote host/guest microphones, music, and clips for fast-paced live programs
- Utilize Premiere Pro to create social media clips from long-form content. Operate board/live switches during podcast recordings.

VIDEO EDITOR

Freelance

December 2019 – Present

New York City, NY

- Support and produce the evolution of creative concepts while balancing client goals. Edit animation and graphics to elevate content.
- Expertly utilize Adobe Premiere Pro and After Effects to create content, including short films, fashion videos, and political content.
- Cater for clients including Anibok Studios, Phace The Youth, Loud Speakers Network, iHeart Radio, and New Voices Foundation.

FREELANCE SOCIAL MEDIA PRODUCER

Bully and The Beast Podcast

May 2019 – Present

New York City, NY

- Serve as a Digital Video Editor, making 8+ creative content weekly. Manage media engagement, leading to 7,500 additional followers.
- Collaborate with the Producer to research current events and create compelling content for entertainment, music, sports, and politics.
- Design 23+ social media templates for video and stills to heighten branding and marketing from various social media sites.
- Act as an Associate Editor, aiding the creation of different content like teasers, event promotion, and compilation videos.

PRODUCTION ASSISTANT

Anibok Studios

November 2019 – January 2020

New York City, NY

- Accelerated the setup and breakdown of film, lighting, and audio equipment utilizing technical skills and proficiency in production.
- Served as a boom and camera operator on various short film and music video sets when needed to facilitate operations continuity.
- Facilitated and managed Screen Actors Guild (SAG) paperwork for actors, ensuring compliance and productivity in processes.

ASSOCIATE PRODUCER & DIGITAL IMAGING TECHNICIAN CHIEF

Essence Entrepreneur Summit

November 2019

Atlanta, GA

- Applied leadership and interpersonal skills to lead a team of three professionals to obtain video production footage for the summit.
- Organized and conducted nine interviews with contestants and Essence executives employing a detail-oriented approach to tasks.
- Obtained experience and expertise in other aspects of project management by sorting, transcoding, and editing footages.

PROGRAMMING INTERN

iHeartRadio, The Breakfast Club Morning Show

September 2018 – May 2019

New York City, NY

- Performed tight deadline editing of audio promotions using Vox Pro, Pro Tools, and NexGen, gaining positive results and feedback.
- Proficiently sorted raw long-form interviews to edit short-form digital video content that satisfies project and company needs.
- Generated three weekly interview preparation packets containing research from the guest's content, industry, and current events.

ADDITIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT – LREI Lower School, New York City, NY

September 2019 – Present

MEDIA & MARKETING INTERN – The English Schoolhouse, Rome, Italy

January 2018 – May 2018

CUSTOMER RETENTION INTERN – SiriusXM Radio, New York City, NY

September 2017 – December 2017