

Peter Michel
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SUMMARY

Results-oriented director, producer, production coordinator and media arts specialist who works well with others to achieve goals, seeks to use his industry knowledge, extensive television, video and film production experience, and creative talents to obtain a position in the field of media.

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

- Previous experience with studio production or the willingness to learn and develop a strong level of proficiency.
- Overview of weekly productions for filming 3-4 weekly meetings in the scheduling freelancers to tape city council meetings in four cities, encoding and enabling coverage of meetings to be placed in the program server for rebroadcast.
- Prepared weekly programming schedules for four channels for broadcast. Increased the visibility of the program schedule by distributing weekly schedules via email to customers.
- Ensured operation of the production department playback channels for nightly meeting broadcast of LIVE and Taped meetings on a daily/weekly time frame. Increased the accuracy of the playback channels to be able to log into servers remotely to assure playback operations were played.
- Learned the new playback program servers for production playback operations within a two month time frame
- Established the working operation of all new program servers within two weeks, once launched and in operation.

EXPERIENCE

Production Assistant/Editor
Anaheim University

July 2012 – November 2012
Anaheim, CA

District Sales Rep
RCH Cable, Inc.

September 2010 – Current
Walnut, CA

Freelance Production Assistant
Collaborated on various Independent Production Companies

December 2008 - Current

DAVID FAIRCHILD STUDIO, Photography Production Assistant

Palos Verdes Estates, CA

IMAGERY VIDEO PRODUCTIONS, Video Technician

Manhattan Beach, CA

Government Access Production Coordinator
March 2008 – December 2008 **Cox Communications**

Palos Verdes, CA

- Served as production department liaison between the Cable Company and Government Franchise Authorities.
- Produced, directed, edited televisions of events in the community; including cross country 10/5K Run/Walk, High School Graduations, Community Leaders Forum's and initiated the completion target of a 28-day completion from actual production to first-run of airing.
- Operated, scheduled, encoded television shows into the playback server to be played on the cable company's local original channel, as well as the government/public access channels.
- Directed and operated production control room for LIVE Government Meetings once-a-week and transferred master copies of the meetings back to production office to be encoded into the program server for rebroadcast on television

- Managed, logged and duplicated customer requests of purchased copies of edited shows. Kept database of all purchases on a monthly basis and submitted to the production manager every quarter for budget reports.
- Established an inventory and ordered as needed on a 6 month time frame.
- Received community announcements for local groups to be entered on the local community television board.

Public Access Production Coordinator

March 2003 – March 2006

Cox Communications

Palos Verdes, CA.

- Organized and led monthly public access orientation classes for the community producers enabling them to be certified to use the local cable television studio facilities.
- Created a database and was liaison between the local community users of the production studio and managed the scheduling of the studio and edit bay facilities for all producer users.
- Prepared weekly programming television schedules for four channels for broadcast. Increased the visibility of the program schedules in the front customer service lobby and created an email distribution list for customers.
- Received community announcements for local groups to be entered on the local community television board.

Freelance Production Assistant

October 2001 – March 2002

Collaborated on various independent Film Productions

Production Assistant/Video Technician

August 1994 – October 2001

Cox Communications

Palos Verdes, CA

EDUCATION

CHAPMAN UNIVERSITY

Orange, CA

M.F.A., Film & Television Production with an emphasis in Producing

B.F.A., Film & Television Production with an emphasis in Production

TECHNICAL SKILLS

Final Cut Pro Knowledge, Avid Media Composer Knowledge/Certified, Adobe Premiere Pro, Adobe After Effects, Adobe Illustrator Knowledge, Boris, Scala/c3, Matco MA600/204b Servers, Leightronix Nexus, Knowledge Tightrope servers, Microsoft Word/Excel, Movie Magic Budgeting & Scheduling, Trinity Experience, Macintosh Computer Literate, AGDVX100A Professional DV Camera, Sony DSR500 Professional DVCAM Camera, Beta SP Camera Experience, ENG Production Experience, Production related office software with the willingness and ability to master any program deemed necessary to fulfill the job performance and Mobile Production Truck Operation/Set-up for Live and Taped Events/Meetings. JOB EXPERIENCES: Producing, Directing, Assistant Directing, Graphics, Character Generator, Teleprompter, Videography and Audio.