

ANGELINA M BELTRAMI
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Education & Training:

Regents Bachelor of Art with emphasis in the Visual Arts and Photography, August 2011,
Shepherd University, Shepherdstown, WV

2 Day Workshop, Intro to Camera Acting, Taught by Randy Kovitz, Pittsburgh, PA, May 2016

Work Experience:

Freelance Photographer & Videographer – AB Studios *06/2011 – Present*

- Solicited and organized client meetings and photo shoots
- Brainstormed and developed creative projects resulting in high-resolution digital prints
- Provided support to other photographers throughout indoor and outdoor shoots
- Shot and edited raw video content and maintained website

Production Assistant – Culture & Design *01/2008 – 05/2011*

- Conducted photo research, pre-editing prep work and logged video footage
- Responsible for notes of client meetings
- Accompanied principal on projects to D.C. and New York for video production work
- Performed tasks for Busy Boutique advertising and promotional firm
- Provided quality customer service
- Created press releases, invoices, and memos
- Fostered a positive team working environment

Receptionist – HSA-UWC *03/2006 – 01/2008*

- Transcribed papers and memos
- Sorted mail and packages by department
- Answered phones and performed clerical duties
- Maintained security by monitoring guest entry
- Interacted with people as first point of contact for company
- Filed important documents
- Responded to emails and faxes

Independent Films & TV Shows:

Ai Means Love Lady at Wedding LightSmith Productions

Cashing Out Stranded Student LightSmith Productions

Soul Search Helen Madison LightSmith Productions

NASCAR: The Rise of American Speed Series, Woman in Background Smith & Elliot Productions

Skill Set:

Multitasking, Mac and PC proficient, Adobe Creative Suite 5, Lightroom 4 & Acrobat Pro, Microsoft Office Suite; Word, PowerPoint, Excel, & Outlook Beginner Guitar, Driver's License, Passport, Beginner Italian, Irish Dancer & Teacher, Multiple Dance Experience, Including Ballroom, Tap, & Modern