

DOUGLAS CORTESE

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EDITING & MEDIA PRODUCTION *Website Projects / Television Projects / Print Projects*

Manager and editor with over 7 years of experience in video editing and project management.

PROFESSIONAL EXPERIENCE:

CENSUS CREW LEADER, May 2010 -present
UNITED STATES DEPARTMENT OF COMMERCE

Trained, supervised, scheduled and evaluated a staff of 18 field workers who gathered census data. Created work assignments, tracked employee hours, and conducted daily meetings.

Selected Contributions:

- ✓ Top performing district in area in terms of accurate work completed
- ✓ Promoted two field workers to higher positions within the unit

VIDEO PRODUCER, 2006 – April 2010
ZAHOUREK SYSTEMS, INC. – Loveland, Colorado

Budgeted and created a post production edit suite, a television studio, and sound booth. Set up final cut pro editing systems. Produced and edited educational video products for Zahourek systems.

Selected Contributions:

- ✓ Started a viral video marketing campaign resulting in PBS featuring our products nationally
- ✓ Educational DVD package became one of the top five selling items
- ✓ The dvd productions became one of the company's top 3 selling product lines
- ✓ Viral video marketing campaigns contributed to a 30% increase in revenue
- ✓ Utilized direct digitizing methods when recording in the studio
- ✓ Internal training videos standardized company procedures and production processes

PRODUCTION MANAGER/EDITOR, 2003 – 2005
ABC TELEVISION NETWORK WALT DISNEY INC. – New York, New York

Oversaw the production of over 90 long form cable network programming for cable. These hour long documentaries and documentary series aired on the A&E, Biography, Discovery, Military, History, Weather, TLC, National Geographic, Military, Discovery Health, and WE channels. Worked with producers, editors, graphic designers, and musicians to create productions. . Worked as a liaison editor with ABC News Now.

Selected Contributions:

- ✓ Edited news briefs and repackaged ABC documentaries for ABC News Now
- ✓ Won an Emmy for Declassified Nixon in China which aired on the Discovery Channel
- ✓ Created and pitched individual programs for clients and consulted and managed the productions

- ✓ Graduated from Disney's Avid Editing and Managerial training course
- ✓ Member of the Disney Crisis Management Team
- ✓ Finished all the projects on time and on budget

BRIEF SHOW LIST

ABC News Productions – New York, New York

Wonders Series, Meet the Royals Series, Declassified, Historic Rivals Series, Justice Files Series
 Hillary Clinton, Bill Cosby, Oprah Winfrey, Johnny Cash, & Barbara Walters Biographies
 Mega Mansions, Motorcycle Wonders, Vacation Wonders, Engineering Wonders
 Bleep! Censoring Hollywood, The Rapture, Afghan Burn Victim, Trapped in the Towers

WEBSITE PROJECTS

www.danaphilibert.com	Allstate agent highlights her insurance and financial services
www.springhillberryfarm.com	Organic farm attracts visitors to pick and harvest its fruits
www.universalledlight.com	LED light distributor that distributes lights to other companies
www.mobilemikeskitchen.com	Mobile restaurant that creates gourmet food at fast food prices
www.paintyourbaby.com	Artist specializing in baby portraits

RECRUITING COORDINATOR, 2003 – 2003 THOMSON FINANCIAL – New York, New York

Planned and marketed recruiting events for Thomson Financial's executive level positions. Reviewed resumes and tracked applicants in the company's database. Prepared offer letters and compensation packages for new hires.

Selected Contribution:

- ✓ Hired a record number of executives and high level employees in two months

CLIENT SERVICES BROKER, 1999 – 2002 A.B. WATLEY FINANCIAL, INC. – New York, New York

Serviced stock traders financial accounts. Provided client support and training for the trading software.

Selected Contribution:

- ✓ Processed all mutual fund orders for the company and record requests
- ✓ Developed a marketing program including web advertising and print
- ✓ Series 7 and Series 63 licensed broker

EDUCATION:

Bachelor of Science Degree, Communication, 1999 • University of Texas – Austin, Texas