

Alison Charlesworth

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Education

University of California, San Diego (September 2005 – June 2009)

Bachelor of Arts, Visual Arts Media (June 2009)

Emphasis: Photography

Provost Honors List, Sixth College

Santa Reparata Int'l School of Art (August 2007 – December 2007)

Florence, Italy

Course work included photography, art history, Italian language and culture

Skills and Qualifications

- Extensive experience and training in digital photography and film production and editing
- Experience in web design, graphics design, 35mm photography (color and B&W)
- Proficient in Adobe Photoshop, Bridge, Dreamweaver, HTML, Final Cut Pro, all Microsoft Office applications
- Excellent multi tasking and time management skills
- Excellent interpersonal communication skills and leadership ability
- Ability to work effectively in a team environment as well as independently

Experience

Arts Engine/ Big Mouth Films, New York City, NY (August 2009 – Present)

Production Assistant Intern

- Responsible for assisting producers in all aspects of documentary film production
- Handle administrative and organizational tasks to help the production run smoothly and on time
- Accompany production team to all film shoots and perform a wide range of tasks during filming

Sopi Photography Studio & Gallery, Brooklyn, NY (July 2009 – August 2009)

Gallery Assistant

- Assisted gallery owners in creating a unique studio and gallery space which showcases new artists
- Communicated with press via email and telephone
- Assisted in the installation of art work for gallery grand opening

Quexion, San Diego, CA (January 2009 – June 2009)

Web Designer

- Designed websites and email templates using Adobe Photoshop
- Created working HTML websites from Photoshop designs
- Assisted web programmers with website maintenance

A New PATH, La Jolla, CA (January 2008 – August 2008)

Artist

- Interviewed a recovered addict and created an art piece based on his story for practicum
- Transcribed interview to create a found poetry piece
- Used Photoshop to edit digital photographs/ created Polaroid emulsion transfers using difficult transfer process

The Beat A Cappella Choir, La Jolla, CA (September 2005 – June 2009)

Vice President, Designer

- Designed group's current website and logo
- Designed numerous posters for concerts and auditions
- Organized concerts, competitions, and other various events

University of California, San Diego Academic Connections, La Jolla, CA (July 2007)

Resident Advisor

- Worked as a live-in advisor and counselor to high school students who were attending a college level academic camp
- Acted as a role model and helped prepare students for the challenges of college
- Worked collaboratively with other RAs to plan and supervise daily activities for students