

Dakota Poore

Eau Claire, WI, 54701
(715) 829-0538
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Professional Experience

Namekagon Transit Dispatcher

October 2015 – November 2016

- Duties include: Providing trip scheduling and coordination of public transportation. Data entry, maintain, record, and preparation of daily logs. Analyze situations and adopt an effective course of action. Assisting drivers, and supervisors in emergency situations.

Technical support for New Mexico Film Resource

August 2012 – Present

- Duties include: Performing computer lab checks, performing scheduled maintenance on computers and other electronic devices, installing and maintaining software and updates, researching high end software and electronic devices, maintaining digital film editing labs, and troubleshooting any problems that arise.

Camera and Sound Operator for New Mexico Film Resource

August 2012 – January 2014

Duties include: Filming videos for clients, helping on set in anyway necessary, recording audio on separate audio recorders, mixing audio to get best sound possible, also loading dailies onto set computer for help with editing in post production.

Film Equipment Rental Cage

January 2013 – January 2014

- Duties include: Data Entry (adding clients, equipment, and other resources to a database) Checking film equipment inventory, handling rentals of equipment (IN/OUT), maintaining and cleaning equipment, updating firmware on equipment, tutoring/mentoring students in digital film editing and digital filmmaking, and maintaining digital film editing labs.

Education

Associate in Applied Science for Film Production

August 2012 – January 2014

- Santa Fe Community College
 - Dean's List: Summer 2012 – Summer 2013

General Education Development

January 2012 – August 2012

- Santa Fe Community College – GED Branch
 - Acquired all general education credits in one semester

Professional Skills

- **Marketing/Design Experience**
 - Speaking with clients about design options. Making Logos for film related companies back in New Mexico. Creating short video for Namekagon Transit and distributing it. Became the moderator for multiple Facebook Pages for shops, and other local businesses in New Mexico.
- **Computer Software Knowledge**
 - Final Cut Pro 7 (Advanced) , Final Cut Pro X (Basic), Adobe Premiere (Intermediate), Adobe Photoshop (Intermediate), Adobe Illustrator (Intermediate), Adobe After Effects (Basic), Cinema 4D (Intermediate), Boujou (Basic), and Celtx (Intermediate), Microsoft Office Products (Intermediate)
- **Other Skills**
 - Great inventory organizational skills, personable, friendly, reliable, and creative.

References

- **Margaret Schlender** (715) 699-4128
 - Operations supervisor of Namekagon Transit
- **Gene Mederos** (505) 428-1730
 - Chair of New Mexico Film Resource
- **Patrick Reid** (505) 428-1911
 - Film Equipment Rental Cage Manager
- **Monique Anair** (505) 428-1911
 - Film program department head