

# Leslie M. Frazier

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## WORK EXPERIENCE

### C-SPAN

#### Production Assistant

Dec. 2015 – Present

- Generate up to 48 hours of error-free logs detailing the program schedule for American History TV
- Research and book guests, organizers and logistics for programming/Live events
- Perform general research related to American History and special televised events
- Lead social media outreach, including Twitter and Facebook daily and during live events
- Create graphics and scripts of hour-long or longer event packages and correlating transitions
- File data accurately for computerized tape library system and web content management system
- Serve as liaison for Master Control Operator, Editors, and Announcers involving pre-keying programs and editing transitions

### Studio Technician

Sept. 2015 – Dec. 2015

- Operated robotic and non-robotic cameras with Shotoku Broadcast System for live productions
- Served as floor director during live telecast
- Set up lapel mics for studio guests and host before live telecasts
- Assisted director with operations and cues during live telecasts
- Managed and organized equipment in studios and control rooms
- Assisted with the creation of high-quality products by supporting audio and lighting teams

### LB Ink Productions

#### Freelancer

June 2011 – Dec. 2016

- Worked on a number of long-term and short-term projects as an independent contractor providing videography, photography, and editing support to various clients
- Served as Producer/Editor for 12th House Productions April 2012- April 2016
- Served as Video Editor for Voice of America Oct. 2015 - Dec. 2016
- Served as production assistant for Visual Innovations March 2013 - July 2013, providing support for live set productions and on-location filming, and supervising on-set scripts using Final Draft and Microsoft Excel
- Served as Camera Operator for D.C. Basketball June 2011 - August 2011

### ESPN, Inc.

#### Production Operations Intern

Sept. 2011 – Nov. 2011

- Maintained Standard Operating Procedures for televised shows using Quantel
- Fostered positive and professional relationships with studio announcers and guests
- Assisted studio camera crews with camera setups
- Edited show openers, highlight packages, voice-overs, and teasers for pre-produced and live telecast shows

## EDUCATION

Bachelor of Arts Major: Film and Media Arts, Minor: Art

Temple University

May 2012

## RELATED SKILLS

- Proficiency with editing and production software, including but not limited to: Final Cut Pro (7-X), Avid Media Composer, Quantel, Adobe Premiere Pro, Adobe Photoshop, Adobe After Effects, Adobe Illustrator, Adobe Dreamweaver, JavaScript, Maya, Final Draft, and Celtex
- Proficiency with Microsoft Word and Microsoft Excel, as well as Google Docs
- Proficiency in Media Asset Management and Workflow Operation Software, including Dalet
- Familiarity with and experience managing social media platforms for brands, including: Twitter, Vimeo, YouTube, Facebook, and Instagram
- Familiarity with and experience using media equipment, including: Canon GL 2, Canon XL H1 HD, Sony PMW- EX3, Sony PMW F3, Panasonic AG-DVX100B, Canon Rebel Canon 5D & 7D, 55 mm lens, 270 mm lens, 10 mm wide angle lens, Fujinon Cameras (pedestal, hand-held, jib), Boom Mic Operating, Lavalier Microphone, Shotgun Microphone, Teleprompter