

Nicolaus Allen

Calm, Focused, and Creative Editor

For Portfolio: iblog.iup.edu/ttkw/

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Professional Work Experience

- ❖ **IUP-TV – Indiana, PA** (A cable tv facility owned by Indiana University of PA)
Creator/Executive Producer - Animation Nation August 2019 – May 2021
 - Produce a minimum of 5 Episodes a Semester
 - Organize and Schedule filming times
 - Schedule events and Special Guests
- ❖ **Lead Video Editor** - Animation Nation May 2019 – May 2021
 - Edit and evaluate all segments for Animation Nation
 - Edited gameplay segments for Press Start
- ❖ **IUP TV Promotions Manager** – Animation Nation August 2019 – May 2021
 - Manage the YouTube channel for Animation Nation
 - Post episodes and individual segments on YouTube
- ❖ **Project Leader** – IUPTV/WIUPFM Internship Summer 2021
 - Coordinated and completed several projects my team of interns
 - Edited several Video and Audio Projects for School and Commercial Use
 - Wrote Scripts and screenplays for commercial and Internal Use
- ❖ **Technical Skills**
 - Highly Proficient in Adobe Premiere
 - Proficient in Photoshop and Cubase
 - Proficient in TV Studio Usage i.e., Camera, Teleprompter, Soundboard and Switcher

Other Work Experience

- ❖ **IUP Housing Office – Regional Office Manager** August 2020 – May 2021
Office Manager August 2019 – May 2020
Office Worker August 2017 – August 2019
 - Manage a staff of 10-12 Office Workers
 - Creating and enforcing the work schedule every week
 - Organize meetings between the Residence Director and the Office Staff
 - Assisting students with general services, reporting maintenance requests.
- ❖ **IUP Summer Housing Office – Summer Housing Representative (SHR)** Summer 2019/2021
 - Providing customer service for summer students and summer camps
 - Providing 24/7 assistance for two large religious conferences
- ❖ **McDonald's Staff** – Cashier Summer 2018
 - Handled money, cleaned dishes, and general custodial duties

Education

Indiana University of Pennsylvania: Bachelor's Degree of Science with Media Production Focus

Awards

2016/2017/2020/2021 Dean's List, Indiana University of PA

2017 MacGuffin Film Festival 1st place winner, Indiana University of Pennsylvania 2018/2019

Putt/Delaney Office Worker of the Year