

LESLIE COLVIN

SKILLS

- Can accommodate to many different work paces.
- Familiar with all Microsoft applications.
- Familiar with video editing software. (iMovie, FCP)
- Keeps an organized work area.

EXPERIENCE

Only One Human Films

-October 17, 2016- Present

Coordinates the production unit.

Oversees the logistics of the production.

Ensures the product being manufactured is of correct quality.

Accurate Title Group

-July 18, 2016- November 7, 2016, employed as an Appraisal Coordinator

Communicated with banks and appraisers, via phone and email, to oversee the flow of the appraisal process.

Reviewed appraisal reports.

Processed credit card payments.

University Hospital

-March 23, 2014- February 15, 2016, employed as a Central Sterile Technician

Sterilize surgical equipment.

Puts together surgical cases used by surgeons.

Assists surgical technician assistants and surgeons in preparing surgeries.

-January 28, 2013- March 9, 2014, employed as a Nutrition Service Assistant

Take orders and assembled patients' meal trays.

Delivery patients' meal tray in a timely and efficient manner.

Participate in sanitizing equipment throughout the kitchen.

OBJECTIVE

To obtain a professional position in a steady growing company, that will challenge my editing and production skills while allowing them to grow as well as benefit all ends of the organization.



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EDUCATION

Ohio Center for Broadcasting- Valley View, OH

-January 27, 2014- January 21, 2015

Cuyahoga Community College

-August 27, 2012- December 13, 2013

Major: Communications

Cleveland Heights High School

-Graduation Date: June 4, 2012

-Graduated with an Associate in Multimedia.