

JANICE JOHNSTON

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QUALIFICATIONS SUMMARY

- ◆ **Film and Television Production:** Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordinating shoots; experience using production equipment. Conduct script analysis and contribute to script changes. Ability to write and edit scenes, treatments, and scripts; competent in film and sound editing.
- ◆ **Administration and Communication:** Provide efficient administrative support for a wide variety of program participants and staff. Prioritize and organize workloads to meet strict deadlines; train and support team members. Establish and maintain strong working relationships with management, staff, and internal and external groups.
- ◆ **Technical Proficiencies:** Adobe Premiere, ProTools, Final Cut Pro 4, AVID, Flatbed Editing, Movie Magic Budgeting and Scheduling, MS Office, WordPerfect, Outlook, Internet Browsers, Arriflex 16S and Sony Digital Video Cameras, Studio Floor Camera.
- ◆ **Strengths and Accomplishments:** Enthusiastic and creative; demonstrated ability to achieve objectives within strict deadlines. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs. Served as Production Sound / Sound Editor for Student Emmy Award-winning film.

EDUCATION

M.F.A. in Film/Video Production (2012) – UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California

B.A. in Dramatic Art (2010) – UNIVERSITY OF CALIFORNIA, Berkeley, California

SELECTED PROJECTS

Director/ Director of Photography

- “Life” – Digital Video Short Film
- “Locked In” – Digital Video Short Film
- “Unfaithful” – Digital Video Short Film

Director of Photography / Editor

- “Uncomfortable” – 16mm Short Film
- “The Journal” – 16mm Short Film

Writer/Director/Sound Editor

- “Chronicle” – 16mm Short Film

Production Sound / Sound Editor

- “Working the Inner City” – Documentary
- “Blast” – Student Emmy Award-Winning Documentary

Producer

- “Resonance” – 16mm Short Film
- “Swan” – HD Short Film

Assistant Producer

- “No Hope” – 35mm Short Film

EXPERIENCE HIGHLIGHTS

UNIVERSITY OF SOUTHERN CALIFORNIA, SCHOOL OF CINEMA – Los Angeles, CA

Film and Production Student, 2010 – 2012

Cast, directed, and co-produced numerous film and video projects. Planned, organized, and budgeted film shoots utilizing Movie Magic Budgeting and Scheduling. Edited projects

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and assigned scenes using Adobe Premiere and AVID. Performed sound editing in ProTools. Wrote scenes, treatments, and portions of scripts.

- Located and secured approval for land at low cost, assisted in casting, and provided input on final picture and sound edit for Senior Project.
- Commended by Directors for sense of humor that played a key role in diffusing tension and ensuring successful shoots.

LUCERNE PUBLISHING, Los Angeles, California

Production Coordinator, 2010 – 2012

Organized information and edited and composed text for “The Entertainment Guide” (750-page publication). Assisted in determining interview questions in accordance with Production policies.

- Frequently worked numerous additional hours to meet strict deadlines.

UNIVERSITY OF CALIFORNIA, Berkeley, California

Academic Advisor, 2006 – 2010

Evaluated petition requests for exceptions to general program requirements, ensuring consistency of policies. Tracked student progress; provided administrative support for more than 100 Ph.D. students and 500 master’s degree students. Resolved billing and registration issues. Responded to 50+ e-mail messages daily. Oriented new employees to departmental policies and procedures. Communicated extensively with the Dean, other offices and program coordinators in the U.S., Canada, and Europe.

- Improved efficiency and reduced costs by introducing automated communication processes.
- Successfully organized induction ceremony for Beta Gamma Sigma international society of business school honors graduates.
- Instrumental in major improvement of relations between Student Affairs Office and students.