

Emmanuel Tanopo

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My objective is to learn and master as much as I can.

Work Experience

Videographer/Video Editor

CSUSB Coyote Chronicle - San Bernardino, CA

January 2019 to Present

- Meet with staff members to produce journalist style videos
- Handle Pre-production, production and post-production duties of video content
- Acquire equipment necessary for each shoot
- Send in a draft for review
- Manage projects to meet tight deadlines

Video Production Assistant

Academic Technologies and Innovations - Cal State San Bernardino - San Bernardino, CA

February 2018 to Present

- Video Production
- Live video production and coverage
- content creation
- Post-editing photos and videos
- Researching technological innovations to help increase student success

Production Assistant / Lead Photographer

Kids Artistic Revue - Los Alamitos, CA

January 2010 to September 2017

Three years experience with customer service in a video and pictures booth.

- One year experience with dance photography.
- truck loading and unloading
- Setting up theatres to be competition ready.
- To learn other positions as quickly and effectively as possible to cover for lunch and dinner breaks
- Complete a series of customer orders with onsite CD and DVD orders
- Handle any computer issues and resolve during the show
- politely ask customers to put thier cameras away
- Manage packages at the airport to make sure they reach their final destination

Photo Lead

- Hiring new photo team yearly and training them
- Reviewing their photos and giving critiques
- Give updates on techniques and equipment information
- Drop off any camera equipment to Nikon Service center in LA

- Review and select photos weekly for a photo of the week award and recognition
- Answer any questions for the photo team

Awards and Achievements

- Karma Award

04/13 A Karma award is a peer to peer award showing appreciation for the work that person has done.

I received the award twice in the same month.

One for being the person on my crew that can cover all the other positions.

The other for making sure that everyone else in the crew is properly taken care of.

- Photo of the Month

02/14 Won best photo of the month in February

- Employee Of the Year

06/14 Worked to improve all that I can and eventually was recognized for it.

Studio Assistant

Prime Studio - Los Angeles, CA

April 2016 to July 2016

Studio Assistant

- Clean Studio
- Cover any duties of the owners when they aren't present
- Take Photographs
- Edit Photographs
- Experience with Nikon & Canon Cameras, Photoshop, Lightroom
- Make accurate reports on the products that we've shot.

Legal Assistant

Ruzicka, Wallace & Coughlin LLP - Irvine, CA

April 2015 to April 2016

Legal Assistant:

- Providing assistants with the documents needed in order for the lawsuits to be filed with the Superior Court of California
- Call various courts and sheriff offices around California to follow up on filed documents
- Excel experience
- Data entry for the Collections Department

Education

Bachelor's in Communications

California State-San Bernardino - San Bernardino, CA

September 2017 to June 2019

Associate in Humanities

Riverside Community College - Riverside, CA

August 2009 to June 2014

Skills

Customer Service (5 years), Photography (4 years), Excel (2 years), Lightroom (1 year), Mac OS X (5 years), Video Editing (1 year), Premiere (1 year), Adobe, Video Production

Awards

Karma Award

April 2017

A Karma award is a peer to peer award showing appreciation for the work that person has done. I received the award twice in the same month. One for being the person on my crew that can cover all the other positions. The other for making sure that everyone else in the crew is properly taken care of.

Photo of The Month

February 2014

Won "Photo of the Month" award my first month doing photography position at Kids Artistic Revue

Employee of the Year

June 2014

With an employee roster of about one hundred twenty, me and seven others were chosen to fly out to Cancun, Mexico for a week in reflection of our hard work.

Additional Information

Currently attending Cal State University San Bernardino. Major on Communications with a concentration of media studies. Graduating Spring 2019.