
HEATHER JACQUES

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EDUCATION

Plymouth State University – Plymouth, NH

Bachelor of Arts: Communications: Film and Media Studies, 2012 **GPA:** 3.28

Dean College – Franklin, MA

Associate of Arts: Dance, 2010

SKILLS

- Proficient with Adobe Premiere Pro CC
- Proficient with Final Cut Pro
- Experience with DSLR Cameras
- Experience with Lighting
- Proficient with Mac and Windows Operating Systems
- Microsoft Word, PowerPoint, Excel
- Flexible, reliable, and dependable hard-worker
- Great Communicator
- Willingness to Learn
- Effective Listener

INTERNSHIPS

Video Production Assistant – *Summer 2013*

New England Business Media – Worcester, MA

- Involved in extensive post-production on various video projects using Adobe Premiere Pro CC
- Assembled rough cuts of various projects
- Corrected audio inconsistencies and selected appropriate music for projects
- Color corrected inconsistencies in footage
- Assisted with set up and breakdown of lighting, camera, and audio equipment on shoots
- Transcribed audio and selected clips to be included in projects

Theatre Production Intern – *Summer 2012*

Whitebridge Farm Productions – New Hampton, NH

- Worked with Academy Award winning author Ernest Thompson
- Gained experience in marketing for a theatre production
- Worked on Adobe Premiere Pro to edit a commercial for the On Golden Pond theatre production with the director Ernest Thompson

WORK HISTORY

Dance Instructor/Receptionist, *March 2013 to Present*

Krystal Ballroom Dance Studio – Salem, NH

- Great teaching aptitude and problem solving attitude with immense focus towards student concerns
- Creative thinking to relate dance steps to the students
- Welcome visitors by greeting them, in person or on the telephone, answering or referring inquiries
- Technology and organization skills to book lessons and make payments
- Trusted key holder

Peer Educator, *September 2012 to December 2012*

Plymouth State University – Wellness Center – Plymouth, NH

- Planned wellness awareness events for students on campus
- Worked with outside sources to better my knowledge on the subjects being taught
- Successfully relayed important and useful information to the student public

Dance Specialist, *July 2011 to August 2012*

Royal Palace Dance Studio – Manchester, NH

- Trained to improve skills and dance ability
- Strong consistency in dance practices and in regular public demonstrations
- Ability to get acquainted with all age groups
- Trusted key holder