

Adam G. Raviart

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Objective

Assistant Video Editor Position – Video Graphics, Inc., Greensburg, PA

Film Experience

Proxy, Columbia University Thesis Short Film, Slippery Rock, PA, August 2015

Production Assistant/Grip

- ◆ Performed P.A. tasks such as errand running, assisting film's producers, supporting actors and craft services
- ◆ Worked as a film set Grip by setting up lighting for scenes, laying down dolly tracks, constructing and tearing down all necessary equipment for film shoot

Westmoreland County Community College, Youngwood, PA, April 2015-Present

Adult Continued Education Instructor

- ◆ Class Title – *A History of the Horror Film Genre*
- ◆ Personally proposed and conceived this class from the ground up
- ◆ Created the class lectures, PowerPoint presentations, and handouts
- ◆ Captured, formatted and edited clips for class using Video Download Helper, Handbrake & Final Cut Pro

Apple Inc., Greater Pittsburgh Area, PA, July 2010-December 2010

Family Room Specialist

- ◆ One on One Computer Training
 - 50-minute personalized training sessions sitting one on one with customer
 - Training ranging from teaching specific software programs to general questions about using a Mac
- ◆ iPhone/iPod Genius Bar Support
 - Performed 10 to 15 minute troubleshooting sessions with customers
 - Responsibilities included general product usage support & performing basic product repairs
- ◆ Data Transfers
 - Responsible for meeting with customers to discuss what they need transferred from their old computer to new computer
 - Performed transfers by taking data from one computer to another and unpacking these files

Nancy Mosser Casting/Miramax Pictures, Pittsburgh, PA, September 2007-November 2007

Assistant Promotional Extras Supervisor

For the film *Adventureland*

- ◆ Recruited & cast promotional background actors for film
- ◆ Managed student interns' schedules and responsibilities daily
- ◆ Created & maintained database of actor's contact information, statistics and availability

Sonic Pictures, Glassport, PA, June-September 2004

Film Intern

- ◆ Supported the inner-workings of a small, film production company
- ◆ Edited wedding video footage for company owner
- ◆ Assisted with shoots for Sonic Pictures' online television quiz show

Education

Pittsburgh Filmmakers, Pittsburgh, PA

- ◆ Current film student studying Screenwriting & Film Production

Washington & Jefferson College, Washington, PA

- ◆ B.A. in English, May 2005

Education (continued)

London Metropolitan University, London, England

- ◆ Spring Semester 2003, Cultural Experiences Abroad (CEA)

Westmoreland County Community College, Youngwood, PA

- ◆ Web Publishing Certificate, December 2008
- ◆ Web Development Certificate, December 2008

Computer Knowledge/Skills

- ◆ WordPress Blogger ◆ Adobe Creative Suite ◆ Final Cut Pro ◆ HTML ◆ iMovie ◆ Handbrake ◆
- ◆ Microsoft Office Suite ◆ Celtx ◆ Mac & PC Compatible ◆ WYSIWYG Website Builders ◆

Additional Work Experience

Paula Teacher & Associates Inc., Greensburg, PA, April 2013-Present

Habilitation Specialist/Vocational Specialist

- ◆ Provide home and community support consisting of instruction and assistance with daily living skills, social skills development, communication skills and community integration and awareness
- ◆ Assist special needs adult clients with obtaining and maintaining community based employment

Longhorn Steakhouse, Greensburg, PA, January 2015-Present

Server

- ◆ Provide quick, accurate and courteous service to dining room customers in a fast-paced, busy sit down restaurant
- ◆ Exercise friendly and attentive multi-tasking skills while cooperating as a part of our restaurant team

Westmoreland Athletic Club, Greensburg, PA, October 2012-March 2013

Membership Sales Coordinator

- ◆ Handled the recruitment and processing of new members to unique and wonderful health club
- ◆ Provided tours of facility, daily follow-ups of prospects, & worked with manager to optimize sales.

Prudential Preferred Realty, Greensburg, PA, August 2011-October 2012

Administrative Assistant/Call Coordinator

- ◆ Assisted in maintaining the file management system, ordering office supplies, interviewing new hires, and creating necessary word & excel documents for office manager
- ◆ Constantly multi-tasking: Directing in-coming calls, processing property files, & assisting customers

Adelphoi Village Inc., Latrobe, PA, January 2011-April 2011

Counselor 1

- ◆ Responsible for supervising and participating in the educational and therapeutic daily living activities of youth while documenting required paperwork daily, and citing clients progression and patterns