



Byron Carter

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Cottonwood Heights, UT
84121

SUMMARY

Creative Video Editor bringing one year of television and video production expertise to enhance an innovative multimedia team. Dedicated to supporting the creative vision and execution of multimedia projects. Efficient and self-motivated with experience managing stringent deadlines and competing tasks. Accustomed to utilizing communication and collaboration to meet team objectives.

SKILLS

- Proficient in Avid, FCP X, and Adobe Premiere
- Audio-visual equipment
- Sequence selection
- Narration mastery
- Deadline-driven
- Customer service

EXPERIENCE

Video Editor

Salt Lake City, Utah

Sinclair Broadcast Group Inc./ Sep 2019 to Current

- Collected data from camera media, transcoded video and audio files, and managed file backup systems.
- Collaborated with creative directors, graphic designers and producers to execute projects with precision and achieve project goals.
- Communicated effectively with team members to promote smooth project operations and on-time delivery.
- Transformed footage and assets to create compelling, effective videos and content.
- Uploaded final cuts to content management systems and client platforms.
- Reviewed video and selected best footage for storytelling.
- Edited video by adding graphics, titles, audio and special effects.

Carpet Cleaner

Draper, Utah

Chem-Dry by the Lake/ Jun 2017 to Sep 2019

- Inspected carpets and upholstery before beginning and pinpointed specific cleaning needs and processes to apply.
- Provided every customer with top-notch service and satisfied each client's individual needs.
- Performed in-depth cleaning of home environments, including carpets, rugs, tile and grout, furniture and mattresses.
- Maintained safe working environment at all times to avoid injury to workers, owners, children or pets.
- Submitted and explained verbal and written estimates of cleaning services costs in advance.
- Explained cleaning process to residential customers upon arrival at home and answered questions.
- Confirmed customer satisfaction with cleaning and overall service before leaving home or business.

Caretaker

Murray, Utah

August Sun/ May 2016 to Sep 2016

- Transported clients to locations such as medical appointments and group meetings to maintain social connections and meet medical needs.
- Assisted patients with daily personal hygiene such as bathing, dressing and grooming.
- Engaged with patients and families, providing emotional support and instruction in preparing healthy meals, independent living skills and adaptation to disability or illness.
- Performed light housekeeping duties such as, making beds, sweeping floors and sanitizing surfaces.
- Built strong and trusting rapport with clients and loved ones.

Delivery Driver

Draper, Utah

Water Moon / Feb 2015 to May 2016

- Processed payments by accepting cash, checks and credit card payments.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Obtained signatures on all invoices and credits to stay on top of paperwork requirements.
- Contacted customers prior to delivery to coordinate delivery times.
- Delivered rush merchandise on tight schedules to meet customer targets.

EDUCATION AND TRAINING

Bachelor of Arts: Film Production

University Of Utah May 2019

Salt Lake City, UT