

Caleb Hughes

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WORK EXPERIENCE

P.F. Chang's, Hackensack, NJ — *Busser/Server*

November 2015 - March 2016

- Delivered food to tables.
- Cleaned tables off after customers left.

Horizon Cardiology, Ridgewood, NJ — *Digital File Clerk*

February 2017 - March 2020

- Digitally sort and file documents scanned throughout the day into the computer system.
- Make sure documents are up to date.
- Prepare fax sheets to be sent to other Doctors.

EDUCATION

Bogota High School, Bogota, NJ — *Diploma*

September 2011 - June 2015

William Paterson University, Wayne, NJ — *Bachelor's Degree*

September 2015 - Present

- Major: Media Production
- Minor: Theater and Comedy

PROJECTS

Studying with Mandrake — *Short Film - Director*

Just Ask — *Short Film - Director*

Modern Day Prodigal Son — *Short Film - Production Assistant*

"Teenagers" Prince J.R. x Nick Walker — *Music Video - Sound Mixer*

Overdue — *Short Film - Director*

SKILLS

Experience in:

Adobe Premiere Pro

Adobe Photoshop

Audio Mixing

Microsoft Office

Content Creation for Social Media and YouTube

Certified in Beginner Google Analytics

VOLUNTEER FILM WORK

Camp Counselor and Assistant for Film Track at Performing Arts Summer Camp - 2019

Video Content Recording and Editing for Church Campus Ministry and Summer Camps - 2015-2020

REFERENCES

Karla Braithwaite
Independent Producer/Director
973-809-8343
Karla@braithwaiteproductions.com
www.braithwaiteproductions.com

