

# VICTORIA MARIA RAMON

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## WORK EXPERIENCE

### INSPO

**Contracted Video Editor** **Nov 2017 - present**

Edit 10 second to 10 minute cooking videos for various creators as online social media content. Clients include: What's Gaby Cooking, Blender Girl, and Heather Christo

### Seattle Goodwill

**Online Department Jewelry Lead/Auction Lister/Customer Service** **Dec 2014 - April 2018**

Able to meticulously sort through small items at a fast pace and determine value

Knowledge of metal types (esp. precious metals), methods to test metals, and market value of metals

Ability to repair jewelry and other small items made with metals and stone

Experience with various listing software and sites (Sixbit, shopgoodwill.com, ebay)

Conflict resolution as part of managing a small team of processors

Team building and coming up with strategies for accomplishing processing goals

Implementation of processing strategies like Kaizen (certified)

Answer phones and 200+ emails daily

Work at front desk to fill customer orders/ be the face of the org.

### Ambrosia Digital Media/Curious.com

**Contract Editor** **May 2015 - Dec 2015**

Downloading user generated video content of back-end of site to edit into more consumer friendly bite sized clips

Uploading video content through FTP programs like Cyberduck

Responsible for content management through Jira

### Tiny Baby Talk Show

**DP/Generalist** **Nov 2014 - Nov 2015**

Director of photography - managed a team of three

Head editor

Camera operator - Panasonic GH4

Audio and lighting

### Turtle Canyon Media

**General Manager** **Feb 2012 - March 2013**

Found and met with potential clients, crew productions, writing estimates and proposals

Managed all levels of production: billing, filming, writing (script editing, blogs, interview outlines, short films, sketches), editing (sound, video, graphics), promotion (online posting), distribution, networking, marketing, and sound recording

Filmed and edited various types of films, from comedy skits, to conferences and real estate marketing videos

Produced two videos on Seattle local television, each went viral. One featured on Upworthy.

**LeeAnn Casey Management and Creative Services****Visual Arts Director/ Social Media Manager****Aug 2010 - Jan 2012**

Responsible for documenting and promoting activities of the company and its artists online.

Researched and initiated new social networking techniques to grow the online fan base for artists the company represented, on a daily basis

Created press kits and content for fan engagement to initiating, planning, and filming music and promotional videos

Sought out and interviewed artists, interns, and producers as needed per project

**Lollipop Theater Network****Volunteer****April 2012**

Created and self-organized a social media powered plan using Twitter, Facebook, and YouTube, to trend hashtag #lollipoptheater

Raised over \$13,000

Gained 3,000 followers

Engaged thousands of participants: many of which were celebrity accounts like Craig Ferguson, Joel McHale, The Mythbusters, the cast of Modern Family, etc.

**Jake Inc / Late Night Republic TV****Executive Assistant****Jul 2010 - Nov 2010**

Maintained all personal social networking accounts for host

Designed Jake Inc. logo and created mock ads for show tour

Managed guest invites, show calendar, and host calendar, including performing various tasks for host like booking plane tickets

Researched and suggested ideas for segments and interviews and prepared host

Associate Producer for episode "A Question of Faith"

**EDUCATION****South Seattle Community College, Seattle, WA****2016**

Committee member of Women In Stem

Team member of Central Seattle Rocketry Meetup Group

**Edward Little High School, Auburn, ME****Diploma****1999 - 2002**

*Further supporting documents and references will be provided upon request.*