

Kiefer Donlon

Washington, DC | kiefdon199@gmail.com | (925) 899-3439 | [portfolio](#)

Education

American University | May 2023

M.A. Film and Media Production

The University of Mississippi | May 2021

B.S. Integrated Marketing Communications; Minor: Business

Specialization: Sports and Entertainment

Skills

- Editing: Adobe Cloud, Creative, InDesign, Illustrator, Photoshop, Premier; Avid; iMovie
- Software: Microsoft Excel, Microsoft, Outlook, PowerPoint and Word
- Social Media: Facebook, Instagram, TikTok, Twitter, Vimeo, YouTube

Experience

Production Assistant | **Ventana Productions** | Washington, DC | Nov 2021 - present

- Worked on set providing assistance to crew members
- Coordinating media production aspects such as craft services, data storage, interview process and film scheduling
- Assisted on video shoots with Ventana Productions for companies and organizations including; Volkswagen, Department of Labor, and the World Bank Group

Media Production Manager | **Blue Mind Coworking** | Wilmington, NC | Jan 2021 - Aug 2021

- Developed media content, including podcasts and videos, to promote local Wilmington businesses
- Scheduled interviews and recordings with on-air guests
- Edited sound and video from two cameras to ensure engaging content for 25-minute podcast

Remote Digital Media Intern | **Brands 4 Students** | July 2020 - Jan 2021

- Created content for the page's cooking segment, "Broke Bites" targeted towards college level demographic that experiences budget constraints when creating meals
- Filmed, edited, and produced biweekly videos for YouTube page; increased viewership by 20%
- Generated social media content to promote videos; monitored analytics and identified strategies

Writer | **HottyToddy.com** | Oxford, MS | Sept 2019 - May 2020

- Managed a team of writers to ensure online news stories were printed, broadcasted, and finalized prior to deadline; edited audio media to complement story
- Developed 3-4 feature stories on various athletes and finalized sports articles each week- Edited and managed stories, then uploaded content to the site.

Activities and Societies

- Humane Society Volunteer Coordinator
- Sigma Alpha Pi Honor Society
- Phi Kappa Psi Social Media Coordinator