

**FELICIA D. MOORE**  
Palm Beach Gardens, FL  
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**TELEVISION & FILM & EDUCATION SPECIALIST**

Detailed, Creative, Dependable

**SKILLS & STRENGTHS**

Excellent Interpersonal Skills	Budget & Cost Control	Client Services Focused
Teamwork & Planning	Time Management	Final Cut Editor
Recruiting Experience	Avid Editor	Schedule Flexibility

**EMPLOYMENT**

**Freelance Producer**, "CONFIDENTIAL PRODUCTION"- URBAN ICON, PALM BEACH GARDENS, FL 2013 - 2016

- Assisted the Head Executive Producer with story notes from the network
- Contacted networks for the television show to have network distribution
- Acted as a liaison between the Head Executive Producer and the network executives
- Assisted with the creative edit decision making for the editing session's for EPK's

**Post Production Coordinator**, "24/7 MIAMI AIRPORT"-TRAVEL CHANNEL, Miami, FL 2012 - 2013

- Assisted the Post Production Supervisor complete network delivery requirements
- Reviewed hours of footage, picked the best stories to cut, updated the story cut status, managed the matrix
- Served as the liaison for the crew and the story producers
- Experienced with the distribution of broadcast TV using front end software of electronic delivery systems
- Assisted with the recruitment of additional staff as needed

**Post Production Coordinator**, "SWAMP WARS"-ANIMAL PLANET, Miami, FL 2012 - 2012

- Assisted the Post Production Supervisor and Post Production department with network delivery requirements
- Maintained knowledge of offline workflow
- Managed a Digital Matrix
- Assisted in strategizing long term plans for departmental needs
- Assisted with the recruitment of additional staff as needed

**Artist In Residence**, BAK SCHOOL OF THE ARTS, West Palm Beach, FL 2010 - 2011

- Taught/mentored three classes on filmmaking, production and editing to secondary school-aged students
- Administered and developed subject specific assessments for student competency levels and learning
- Advised parents of student progress for the purpose of communicating expectation, achievements and improvements
- Achieved established classroom objectives in support of the school academic plans
- Counseled students regarding performance, problem solving techniques, subject content
- Proctored/graded tests, assigned/checked homework daily and monitored student performance

**OTHER EMPLOYMENT**

<b>Managing Partner &amp; Host</b> , LA HITZ MEDIA, Palm Beach Gardens, FL	2008 - 2010
<b>Associate Producer &amp; Assistant Editor</b> , PINLIGHT PRODUCTIONS, Los Angeles, CA	1998 - 2007
<b>Apprentice Editor/"Talk To Me"</b> , FOCUS FEATURES, Los Angeles, CA	2006 - 2006
<b>Assistant Editor/"The Fantasia Story"</b> , LIFETIME TELEVISION, LOS ANGELES, CA	2006 - 2006
<b>Associate Producer &amp; Editor/"Fathers of the Sport"</b> , PROVIDENCE FILMS, Los Angeles, CA	2005 - 2006
<b>Supervising Producer</b> , FGW PRODUCTIONS/CBS/BET, Los Angeles, CA	2005 - 2005
<b>Digitizer</b> , E! ENTERTAINMENT, Los Angeles, CA	2004 - 2004
<b>Apprentice Editor/"The Punisher"</b> , LIONS GATE FILMS, Tampa, FL	2003 - 2003

**EDUCATION**

Master's Degree-Editing, American Film Institute	Los Angeles, CA
Bachelor's Degree-Film & Video, Georgia State University	Atlanta, GA