

**FELICIA D. MOORE**

Fort Lauderdale, FL  
561.602.2884 or 561.848.4800  
feliciadmoore@yahoo.com

**TELEVISION & FILM SPECIALIST**

Detailed, Creative, Artistic

**SKILLS & STRENGTHS**

Client Services Focused  
Communications Liaison  
Excellent Interpersonal Skills  
Teamwork & Planning

Recruiting Experience  
Budget & Cost Control  
Conflict Resolution  
Time Management

Computer Literate  
Student Mentoring  
Sales & Marketing  
Schedule Flexibility

**EMPLOYMENT**

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

- Assisted the Post Production Supervisor to 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
- Maintained knowledge of HD formats, resolutions, frame rates and network deliverables

**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 Media Conversions, Dubroom, Ingest station, Vault, PAs, Runs
- Assisted in strategizing long term plans for departmental needs
- Experienced with the use of HD formats, resolutions, frame rates and network deliverables

**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

**Managing Partner**, LA HITZ MEDIA, Palm Beach Gardens, FL 2008 - 2010

- Developed, produced and edited the television series, "The La HiTz Show"
- Assisted with the organization of the La HiTz film festivals, internet content projects and raising funding
- Read, researched, assessed ideas and commissioned writers for television series
- Built/developed a network of contacts for film festivals and panelists
- Experienced with the use of computer software packages for screenwriting, budgeting and scheduling
- Hired key staff, including a director and a crew to shoot videos
- Allocated resources as needed and ensured the finished production remained within budget/costs
- Supervised the progress of the project from production to post production
- Held regular meetings with the director to discuss production

**OTHER EMPLOYMENT**

**Associate Producer & Assistant Editor**, PINLIGHT PRODUCTIONS, Los Angeles, CA 1998 - 2007

**Apprentice Editor/"Talk To Me"**, FOCUS FEATURES, Los Angeles, CA 2006 - 2006

**Assistant Editor/"The Fantasia Story"**, LIFETIME TELEVISION, LOS ANGELES, CA 2006 - 2006

**Associate Producer & Editor/"Fathers of the Sport"**, PROVIDENCE FILMS, Los Angeles, CA 2005 - 2006

**Supervising Producer**, FGW PRODUCTIONS/CBS/BET, Los Angeles, CA 2005 - 2005

**Digitizer**, E! ENTERTAINMENT, Los Angeles, CA 2004 - 2004

**Apprentice Editor/"The Punisher"**, 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