

**KEN LEHMAN**

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**Summary**

- Digital media professional and video production company owner with 12+ years of experience
- Educated in video production, content strategy, and social media marketing
- Excellent organization, communication, and problem-solving skills
- Able to analyze a situation and exercise good judgment
- Proficient at working independently and teamwork
- Worked remotely as a freelancer for three national digital media production companies

**Professional Experience**

**Excelsior Video Studio**

Glen Cove, NY	November 2022 to Present
Wilmington, NC	April 2019 to November 2022
Glen Cove, NY	March 2017 to April 2019
Wilmington, NC	August 2013 to March 2017
Glen Cove, NY	June 2011 to August 2013

**Owner & Video Editor (June 2020 to Present)**

- Write and send proposals to potential clients
- Build rapport with clients using open communication, active listening, and prompt action
- Involve clients in reviewing deliverables and final products
- Incorporate requested revisions into projects
- Use project documents as guidelines
- Archive project assets on external drives
- Review, assemble, and import project assets into Final Cut Pro as clips
- Organize clips by adding ratings, keywords, smart collections, roles, and notes
- Append, insert, and connect clips into timelines for rough cuts
- Trim and adjust the timing of clips for fine-tune cuts
- Finalize appending, inserting, connecting, trimming, and timing of clips for final cuts
- Initiate picture locks once final cuts are approved
- Implement titles, generators, effects, and transitions
- Repair and improve audio recordings, edit audio clips, and mix down dialogue, sound effects, ambient sounds, and music
- Perform color correction and color grading
- Transcribe final videos with AI technology and export closed captions
- Customize eye catching, easy to read thumbnails for final videos
- Export and archive master files on external drives
- Export and deliver final products to clients by deadlines
- Perform the various tasks involved in owning and operating a video production company

**Owner & Videographer (June 2011 to June 2020)**

- In addition to the previously mentioned responsibilities...
  - Prepped gear, verified travel routes, and arrived at assignments early
  - Captured and backed up footage at filming locations with dual recording
  - Archived captured footage on external drives
  - Reviewed, assembled, and imported captured footage into NLE as clips

**SmartShoot**

San Francisco, CA

October 2011 to October 2019

**Videographer (freelance & remote)**

- Reviewed projects' details and communicated with clients prior to scheduled shoot for confirmation or rescheduling
- Prepped gear, verified travel route, and arrived at assignments early
- Had clients fill out, sign, and date all SmartShoot forms
- Captured and backed up footage at filming locations with dual recording

- Collaborated with clients to produce marketing videos for their businesses on Yelp, YouTube, or Zillow
- Used details provided by clients to craft scripts
- Filmed clients delivering scripts
- Interviewed clients off camera while filming them
- Filmed interiors, exteriors, décor, products, and services of clients' businesses
- Transferred, stored, and backed up captured footage and finalized forms at office
- Edited and uploaded videos to SmartShoot online server by deadlines along with finalized forms
- If clients wanted revisions, met deadlines to upload revised videos
- Archived projects, media files, deliverables, master files, and final videos

**StudioNow**                      Nashville, TN                      August 2017 to November 2018

***Videographer (freelance & remote)***

- Reviewed projects' details and communicated with clients prior to scheduled shoot for confirmation or rescheduling
- Prepped gear, verified travel route, and arrived at assignments early
- Had clients fill out, sign, and date all StudioNow forms
- Captured and backed up footage at filming locations with dual recording
- Collaborated with clients to produce marketing videos for their businesses on Groupon
- Interviewed clients off camera while filming them
- Filmed interiors, exteriors, décor, products, and services of clients' businesses
- Transferred, stores, and backed up captured footage and finalized forms at office
- Uploaded captured footage to StudioNow online server by deadline along with finalized forms

**George Street Photo & Video**                      Chicago, IL                      June 2014 to August 2018

***Videographer (freelance & remote)***

- Reviewed schedules and detailed documents for weddings
- Communicated with clients before their weddings to complete George Street pre-event online forms by deadlines
- Prepped gear, verified travel route, and arrived at assignments early
- Captured and backed up footage at filming locations with dual recording
- Worked as a team with fellow talent members
- Transferred and stored captured footage on George Street external drives at office
- Backed up clients' media on personal external drives
- Completed George Street post-event online forms after clients' weddings by deadlines
- Delivered media on George Street external drives to George Street HQ by deadlines

**Education**

Connecticut School of Broadcasting, Westbury, NY  
 Certification in Radio and Television Broadcasting, May 2010

Long Island University, C.W. Post Campus, Brookville, NY  
 Bachelor of Arts in English, May 2007

**Technology**

- Mac Studio
- Final Cut Pro
- Compressor
- iZotope RX Post-Production Suite
- Numerous post-production plugins
- Topaz Video AI
- Topaz Photo AI