

# **Elizabeth C. Fitzpatrick**

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## **OBJECTIVES**

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To work in a challenging environment and for a company with various opportunities for growth and development. I am a dependable self-starter with a very strong work ethic and would be a proven asset to your organization.

## **EMPLOYMENT**

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BUSINESS MANAGER/FREELANCE VIDEO EDITOR (February 2007-Present)  
*Spotlight Media, LLC* Madison, Wisconsin

- Oversee and track business expenses using QuickBooks
- Write business proposals and bids
- Manage projects and clients
- Create graphic designs and edit images with Adobe Photoshop
- Edit & film various flash videos and DVD communication projects

VOLUNTEER COORDINATOR & FISCAL ASSISTANT (August-December 2007)  
*Community Shares of Wisconsin* Madison, Wisconsin

- Contacted and coordinated volunteers for the Public Giving Campaign
- Updated campaign information within Microsoft Excel, Microsoft Word and Microsoft PowerPoint
- Entered and updated the donations and donor information in the GiftMaker Pro database
- Processed incoming donations including cash, pledge forms, and checks
- Answered phones

PRODUCTION SUPERVISOR (January & July 2004 -Present)  
*International Modeling and Talent Association (IMTA)* New York, NY & Los Angeles, CA

- Organize, schedule, and coordinate five camera crews covering ten days of activities, shows, and events of the largest modeling and talent convention in the world.

FREELANCE CAMERA OPERATOR/EDITOR (June 2003-February 2007)  
*DnA Creative Services Folsom, Louisiana*

- Film on location with Panasonic DVX100 and Sony FX1 HD
- Video editing on Avid (currently Avid Xpress HD)
- Develop DVDs, VHS, and flash videos for corporate, public information, training and documentary productions for companies such as Murphy Oil, Barbizon International, Maritime Law Office, the Louisiana Department of Education, and Living with Animals.

TEACHING ASSISTANT (September 2004-May 2006)  
*Journalism and Mass Communication Department University of Wisconsin - Milwaukee*

- Created PowerPoint presentations for lectures for Contemporary Non-fiction Media (JMC 260)
- Planned and lead discussion lessons for the Introduction to Mass Communications (JMC 101)
- Graded papers and exams (JMC 260 & JMC 101)
- Advised students (JMC 260 & JMC 101)

RESEARCH ASSISTANT-CODER (July 2005-September 2005)  
*Walrus Research Milwaukee, Wisconsin*

- Listened to NPR programs and determined when, what type, and for how long music occurred within a given broadcast

LEGAL SECRETARY (August 2003-July 2004)  
*McKay Law Firm Baton Rouge, Louisiana*

- Performed clerical duties such as typing dictated letters & filing client files
- Filed petitions at the Baton Rouge Courthouse
- Worked on the class action databases in Microsoft Access
- Interacted and greeted clients

## EDUCATION

*2004-2006*    **Masters of the Arts in Mass Communication,**  
University of Wisconsin – Milwaukee  
4.0 G.P.A

*1999-2003*    **Bachelor of the Arts in English, Minor in Sociology**  
University of Southern Mississippi  
4.0 G.P.A

## REFERENCES

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DNA CREATIVE SERVICES

Anne Flynn

**Phone:** (985) 796-0284

UW-MILWAUKEE JOURNALISM DEPARTMENT

Alison Rostankowski

**Phone:** (414) 229-3248

C & C MEDIA

Cindy Chesteen

**Phone:** (480) 367-0885