

VINCE JEFFERS

Las Cruces, NM 88007

575-888-4654—vincejeffers@comcast.net

OBJECTIVE: Seeking to work as an Office Production Assistant in the accounting or production office. Hoping to use my experience with Celtx Studios to assist independent, non-union film productions. Experience with purchasing, accounting, scheduling, budgeting, script breakdowns and shot list.

EDUCATION

BACHELOR IN CREATIVE MEDIA - DIGITAL FILM MAKING—NMSU, LAS CRUCES NM

Expected to graduate in May, 2024. I have worked on several student films as either a Producer, Director, 1st Assistant Director, Sound Designer and Grip Electric and Talent. GPA 3.78, Member Phi Kappa Phi.

EXPERIENCE

AUG 2004 – PRESENT

FOUNDER- NEW MEXICO INDIE FILM COLLABORATIVE, LAS CRUCES, NM

We assist New Mexico Independent Filmmakers with budgets, script break downs, shooting schedules, business and marketing plans for their projects. We have established relationships with fiscal agents to insure proper grant administration.

DEC 1984—AUG 2010

LOGISTICS SPECIALIST--U.S. NAVY RESERVE, VARIOUS LOCATIONS

I monitored the shipping and receiving of products through tracking shipments, liaising with suppliers, coordinating warehouse activities, and reviewing contract plans and processing reports. I earned the rate and rank of LS1 or E-6.

AUG 2000—DEC 2002

REGISTERED REPRESENTATIVE II- CHARLES SCHWAB & CO., AUSTIN, TX

My primary responsibilities were to educate our clients about investments, trading tools, market mechanics and how to make informed financial decisions. I held a FINRA Series 6,7 & 63 license.

SKILLS

- Celtx Studio
- Shot Designer
- Background in Finance
- Movie Magic
- Pro Tools
- Team Collaborator

ADDITIONAL TRAINING

The MAC Safety Pack: AHA Heartsaver CPR AED First Aid certification, Mobile Elevating Work Platforms certification, OSHA 10 certification, and Firearms on Set Safety 101 training.

Risky Business- Mark Litvak

Be Your Own Hollywood-Joel Paul Reisig

Gorilla Filmmaking-Ben Yennie

Production Assistant Training-Alton Walpole, Michael Jones---FCAP Eligible

Volunteer Lawyers for the Arts (VLA)-MediateArt Training Programs

Institute of American Indian Arts-Screenwriters Conference 2024

Las Cruces International Film Festival 2024 Narrative Film Programmer

Multiple workshops at various Film Festivals or Media Summits

ADDITIONAL RELEVANT MILITARY TRAINING

NER-SK-004--Storekeeper First Class

SK-2826 -Purchasing Specialist

A-551-0014 --Storekeeper, A-School

P-500-0034-Leader Development Program (NAVLEAD) for Leading Petty Officers

A-8B-0055--Expeditionary Logistics

JTS and College Transcripts available upon request

STUDENT FILMS

Have You Seen the Dots---Co-Producer

Italian Salad -- 1st A.D.

By Your Leave ---Writer/Director

Out For Delivery ---Director

Insider ---Talent

COMMERCIAL PRODUCTION

The Space Between Us- -----Background

In the Summers -----Background

Detective Knight Independence-----Background