

REMINGTON DEWAN

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EXPERIENCE

- USC Shoah Foundation** Jun. 2014 – Present
Video Archivist and Post Production Specialist
- Trained and supervised a team of 26 students to digitize and perform quality control on various collections and media
 - Organized over 24,000 materials and maintained digitization workflows
 - Created and shipped 100 DVD's a month through Fed-Ex to customers around the world
 - Edited and exported clip reels to display at the United Nations and Discovery Channel
 - Scheduled and conducted interviews to assemble team of video archiving assistants
- USC Shoah Foundation** Jul. 2013 – May 2014
Video Archiving Assistant
- Organized and quarterly maintained records on the 52,000 Holocaust testimonies
 - Executed quick deliveries and pick-ups between offices
 - Created DVD's for survivors and clients
 - Restored and performed quality control on interviews with Holocaust survivors and film archive materials
- Mpower Pictures** Jun. 2012 – Aug. 2012
Post Intern
- Transcribed film and interviews for a nationally-released documentary
 - Accounted and filed expenses for employee expense reports and purchase orders
 - Wrote coverages in Microsoft Word
 - Answered phones and kept office supplies stocked
- Trojan Vision Television** Sep. 2010 – Dec. 2010
Producer
- Made cold calls and conducted interviews of subjects, including students, professors, and *Nobel Laureate* economist Vernon Smith
- Dewan Bros. Entertainment** Jan. 2007 – Present
General Manager
- Interfaced with clients on timelines, budgets, and expectations
 - Hired and managed shooters
 - Acquired necessary music rights
 - Delivered invoices and collected bills

EDUCATION

University of Southern California, School of Cinematic Arts May 2014
B.A. in Film & Television Production *Magna Cum Laude*
Trustee Scholar

SKILLS

MS Word, MS Excel, MS PowerPoint, Final Draft 8, Final Cut Pro, Adobe Media Encoder, Adobe Encore, Compressor, DVD Studio Pro, Amberfin ICR, Front Porch Digital Samma Solo

Relevant Coursework: Production Planning, Feature Writing, Business Communication, Public Speaking, Marketing Fundamentals, Marketing Strategy, Introduction to Advertising