

Elizabeth Grushkowsky

grushkowsky.com | elizabethgrushkowsky@gmail.com | Aiken, SC

Experience

2015 - present

Creative Freelancer

- Edited long-form educational video content that utilizes the Adobe Creative Cloud for clients with superb communication and collaboration.
- Captured celebratory moments as a photographer for graduation and real estate events.
- Successfully created commissioned abstract paintings and jewelry for clients. Managed and operated art-related business social media accounts with excellent customer service.

2020 - present

Receptionist | Southern Realty of Barnwell Barnwell, SC

- Acted as the first point of contact to agents, customers, and clients by pleasantly providing support through all channels of communication.
- Maintained company datasheets, file management, and online website and updated these forms with the Microsoft Office Suite.
- Executed company policies, procedures, and safety standards to ensure the proper cleanliness, safety, and maintenance of the office and equipment.

2019

Videography Intern | School of Visual Art & Design Columbia, SC

- Executed all stages of film production highlighting effective planning and troubleshooting, ability to work under pressure, and commitment to deliver satisfactory work.
- Worked heavily in post-production to re-edit student projects which emphasized program information, the success of university alumni, and upheld university branding and identity.
- Creation of new motion graphics and updates to pre-existing assets that are used across university media departments.

Education

2016 - 2020

B.A. Media Arts | University of South Carolina

Graduation with Leadership Distinction in Professional & Civic Engagement
Minor in Applied Computing, Minor in Anthropology
Magna Cum Laude

- Actively participated in TRIO mentorship programs and assisted the program by acting as social media Marketing Coordinator during Fall 2018.
- Excelled in film production classes which prompted unsolicited praise from staff and faculty. Recognized for administrative work as an office assistant in Spring 2020.
- Successfully built relationships with university staff and faculty which lead to various opportunities through the constant display of personal and professional integrity and dedication.

First-generation graduate with 2+ years of professional experience as a multi-platform freelance video editor. Exceptional collaborative skills with a focus on clear communication, working under constraints and exceeding professional expectations. Experience in filming, producing, and editing projects that include extensive research, motion graphics, dynamic sound design, and multiple file formats.

Technical Skills

Windows	● ● ● ● ●
Mac	● ● ● ● ○
Premiere Pro	● ● ● ● ○
After Effects <small>Skill set in motion graphics and green screen keying</small>	● ● ● ○ ○
Photoshop	● ● ● ● ●
Illustrator	● ● ● ● ○
Vegas Pro	● ● ● ● ●
Microsoft Office	● ● ● ● ●

Interpersonal Skills

Communication <small>Written, verbal, and nonverbal</small>	● ● ● ● ●
Attention to detail	● ● ● ● ●
Dependability	● ● ● ● ●
Positive Attitude	● ● ● ● ●
Team Player	● ● ● ● ●
Patience	● ● ● ● ○
Problem Solving	● ● ● ● ●
Leadership	● ● ● ● ●