



Wendy Cormier
email@wendycormier.com
http://wendycormier.com

SKILLS

Web Design

CSS/xHTML
php/MySQL

Graphic Design

Adobe CS4

Video Production

Project Manager
AVID Video Editing
Final Cut Pro
After Effects
Lighting Techniques

Additional Abilities

MAC or PC platforms
Microsoft Office
Management Certificates
Attended USAF Survival School
20 years active duty service USAF

EDUCATION

The Art Institutes International Minnesota (Minneapolis, MN) 2009

Bachelor of Science Degree in Web Design & Interactive Media

Weber State University (Ogden, UT) 2000

Associate of Applied Science Degree in General Studies

Community College of the Air Force (Maxwell Air Force Base, AL) 2000

Audiovisual Production / Multimedia Specialist

EXPERIENCE

Project Manager - Web Design & Interactive Media and Video / Audio Production

Primary liaison between contractors and production agencies.
Gathered creation materials and managed all asset collection.
Conducts briefings and provided teams with information to complete project.
Effectively communicates client objects, timelines and requests for changes.
Assisted in budget management, and annual planning of strategic development.
Awesome organizational skills and file management abilities.
Ensured quality assurance standards were met.
Responsible to creatives and delivery of assignments given to production teams.
Established and approved production schedules; tracked project for on-time delivery.
Excellent interpersonal skills, effective interaction with clients and vendors; written and verbally.
Established best practices for multiple projects.

Video Production and Visual Effects Creation

Videography Internship with Minnesota WNBA Lynx basketball team 2006-2007
Team leader and first cameraman for 55th Presidential Inauguration 2004-2005
Shaped video series for United States Survival School; Second Place feature 2000

EMPLOYMENT

Web / Graphic Designer The Art Institutes International Minnesota Mar 09–Nov 09

Prepared recruiting materials for The Art Institutes Marketing / Communications Dept.

Independent Contractor Prime Advertising and Design Jun 07–Nov 07

Created local commercial spots, directed talent, script writing, set lighting and video production.

Senior Team Leader Target (Elk River Store) Nov 05–Jun 07

Delegated and prioritized daily store tasks, met sales goals, scheduled personnel, addressed customer service relations and trained / mentored team members.

Multimedia Project Manager United States Air Force Nov 85–Nov 05

Responsible for audiovisual personnel multimedia productions and products provided to Air Force bases, Department of Defense and Special Operations Commanders.