

Thomas Bailey

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Production Experience:

- Bookman **Assistant Manager** (2007, 2008)
Gained managerial duties within five month period:
Closing store, tending to all daily cash register accounting.
Organized and cataloged over forty storewide sections daily.
Assisted customers with in-store, telephone and online orders.
- Tocrok Productions **Production Assistant** (Summer 2006/2007)
Assisted installation of new equipment.
Assisted audio and video editors with closed captioning.
Organized casting calls and prepped actors before auditions.
Cataloged & organized company equipment.
Worked on-set as Boom Operator.
- BELO (WFAA 8) **Internship** (Spring 2004)
Managed and transferred information between departments.
Worked with the rapid pace of professional television broadcast station.
Logged and organized hours of company graphics and footage.
Operated linear & non-linear editing systems.
- Chapman University
Leatherby Library **Serials Assistant** (2007, 2008)
Mended old/damaged books.
Entered and catalogued daily journals and newspapers.
Prepared journal volumes for bindery.
- Chapman Radio **Workshop Manager** (2004, 2005)
Led & coordinated Chapman Radio workshops.
Revised syllabus and workshop documents.
Prepared Power Point lessons for workshops.
Researched & advertised community service projects for DJs.
Managed & trained DJ Rosters.
- Guggenheim Museum **Assistant Curator** (Fall/Spring 2004)
Maintained gallery conditions.
Handled, transported & mounted large valuable paintings.
Organized & managed gallery openings.

Education:

- Aug 04-Dec 08 Chapman University, Orange, CA
Bachelor of Fine Arts in Film Production
- Jan-May 07 Sorbonne University, Paris, France
Intensive French Training

References available upon request.