

Paige Tolan

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EDUCATION

Ithaca College, Roy H. Park School of Communications <i>Bachelor of Science</i> – Television and Digital Media Production Concentration in Integrated Marketing Communications	Ithaca, N.Y. Dec. 2023
University of Canterbury Study Abroad – Proficiency of Arts	Christchurch, New Zealand Spring 2023

MEDIA EXPERIENCE

Cornell University Center for Regional Economic Advancement <i>Marketing and Communications Intern</i>	Ithaca, N.Y. Sep. 2023 – Present
<ul style="list-style-type: none">• Create photography, videography, graphics, and written content for Rev: Ithaca Startup Works social media platforms and website.• Collaborate with the Marketing team to ensure content aligns with company’s voice.	

Apple Harvest Festival Livestream <i>Executive Producer</i>	Ithaca, N.Y. Sep. 2023 – Nov. 2023
<ul style="list-style-type: none">• Produce and create original content for a one-hour-long live stream on the Ithaca College Roy H. Park School of Communications YouTube.• Write anchor script, create rundown, gather segment materials, gather location and talent contracts, and work alongside the Director during the live broadcast to ensure content on screen is correct.• Assist in building a control room in the Downtown Ithaca Commons including NewTek TriCaster, OBS, Singular Live, Mackie Mixer, etc.	

Live Nation Fenway <i>Production Assistant</i>	Boston, M.A. Jul. 2023 – Aug. 2023
<ul style="list-style-type: none">• Set-up and broke down check-in desk and materials such as iPads, Bluetooth scanners, etc.• Assisted with employee check-in for 23 different companies using Who’s On Location.• Labeled Fenway Park seat assignments for different stage builds.	

“Errand Day” Independent Short Film <i>Producer</i>	Ithaca, N.Y. Sep. 2022 – Jan. 2023
<ul style="list-style-type: none">• Oversaw and ran all aspects of production including budget casting, contracts, locations, etc.• Secured three locations with no cost to the film.• Created the budget and schedule using Movie Magic.	

Cornell University Athletics <i>Content Creator</i>	Ithaca, N.Y. Sep. 2022 – Dec. 2022
<ul style="list-style-type: none">• Created photography and videography content for Cornell women’s ice hockey Instagram.	

TEDxProvincetown <i>Media Intern</i>	Provincetown, M.A. June 2022
<ul style="list-style-type: none">• Created a “Behind the Scenes” video for TEDx.• Created content of photos, videos and graphics for social media.• Provided feedback for speakers working on their speeches.	

SKILLS

- Adobe Creative Suite (Premiere Pro, Lightroom) | Production Management | Photo and Video Editing | Microsoft Office (Excel, PowerPoint) | Social Media (Facebook, Instagram, TikTok, Snapchat)

AWARDS

- “Outstanding Public Affairs Program,” New York State Broadcasters Association May 2022
- “Best Overall News Magazine,” New York State Broadcasters Association May 2022