

Kathy Short

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EDUCATION

New York University

New York, NY

BA in Cinema Studies, Minors in Web Programming & Business of Entertainment, Media, and Tech 2014

- Dean's List, Spring 2013, graduated with High Honors
- Study Abroad in Prague, Czech Republic, Spring 2013

PROFESSIONAL EXPERIENCE

New York University, Department of Cinema Studies

New York, NY

Archive Administrative Aide

July 2014 – Present

- Develop and manage Filemaker databases for cataloging audio-visual collections
- Update and oversee department websites, including writing HTML/CSS/JavaScript/PHP to improve functionality
- Maintain Cinema Studies Archive web server for department audio-visual collections, including organizing and troubleshooting recent Filemaker Server software upgrade
- Write Python scripts for more efficient workflow to create web pages for Everson Collection site, implementing Internet Archive's BookReader module
- Create workflows for and train students in audio digitization, web development, cataloging, film projection, and other archive projects

New York University, Department of Cinema Studies

New York, NY

Webmaster / Audio-Visual Assistant

Sept 2010 – July 2014

- Developed updated website for William K. Everson Collection using HTML/CSS/JavaScript (jQuery), Twitter Bootstrap, and PHP
- Created efficient digital workflow for scanning, processing, uploading and backing up images
- Organized and backed up digital files from George Stoney 16mm collection
- Responsible for 16mm and 35mm film, DVD/Blu-ray, and digital projection and training
- Assisted students and professors with troubleshooting technical difficulties and A/V issues

New York International Children's Film Festival

New York, NY

Programming Intern

Sept 2012 – Dec 2012

- Cataloged and organized incoming submissions in Salesforce database
- Organized film marketing and distribution materials
- Screened and judged submissions with Selection Committee

OTHER EXPERIENCE

New York University Tisch School of Arts

New York, NY

Tisch Arts Representative / Student Mentor

June 2013 – May 2014

A Lesson (short film)

New York, NY

Script Supervisor / Production Assistant

November 2013

TECHNICAL SKILLS

- Front-end – HTML/CSS, jQuery, JavaScript, Bootstrap, Wordpress
- Database Management Software – Filemaker Pro, MySQL
- Programming Languages – Python, Java, PHP
- Adobe Creative Suite, Final Cut Pro, DVD Studio Pro, Compressor