

# Kyle Colton

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## EXPERIENCE

**“Oz: The Great & Powerful” (Emerald City Films)** Pontiac, MI July 2011 August 2011

• Office Production Assistant

- Assisted in any and all tasks required to help production run smoothly
  - Ex: kitchen/fridge re-stock, mail distribution, phones and other miscellaneous tasks

**“The Wicked” (A.C.I. Films)** Farmington Hills, MI June 2011 July 2011

• Intern Production Assistant

- Assisted in any and all tasks required to help production run smoothly
  - Ex: transportation, stand-in work, special effects and other miscellaneous tasks
- Worked with a group of PA’s to ensure efficient use of production time

### Student Media/Film Production

Fall 2007 May 2011

- Produced over a dozen independent film projects during my four years in college
- Wrote, directed, filmed, co-starred & edited one 30-minute feature length film

**The State News** East Lansing, MI

August 2009 May 2011

• Graphic Artist

- Created innovative and interesting ads for local vendors
- Collaborated with a team of designers to promote the newspaper

**Kahn-Co Offices** Farmington Hills, MI

August 2006 May 2011

• Office Assistant

- Outlined and organized legal documents
- Prepared wills, trusts and estate plans

**Smith-Winchester Advertising Inc.** Southfield, MI

May August 2008

• Intern

- Data-based client lists and organized ad files
- Contributed to strategy meetings for current and new clients

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## SKILLS

- Final Cut Pro
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Final Draft
- Microsoft Office (Word, Excel, Powerpoint)

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## EDUCATION

**Michigan State University**

August 2007 May 2011

- 3.56 GPA (out of 4.0)
- **BA in Media Arts & Technology**
  - TV, Film, and Radio
- **BA in Advertising**
  - Creative Media & Graphic Design
- *Minor in Theatre*

**Study Abroad: Advertising & PR a la Mediterranean (Italy & France)**

Summer 2009