

Hello. I'm Elizabeth Kopetka

VISUAL MEDIA DESIGNER

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PROFILE

My diverse background has provided me with the cross-functional skills required to meet the demands of running a small business. I have over 14 years experience in creative fields, and a track record of establishing business relationships with clients, vendors, service providers and colleagues in order to build business and provide creative solutions. I am a self-starter, quick learner, and excel in small teams.

Skills

EXPERTISE

- Video Production
- Wordpress
- Graphic Design
- Social Media
- SEO
- Project Management
- Administration

TOOLS

- Mac Platform
- Premiere
- Photoshop
- InDesign
- Illustrator
- Motion
- Office Suite

LANGUAGES

- English
- Arabic

Employment History

May 2012 - Present
VIDEO PRODUCER | DESIGNER
HouseTwelve Media

- Owned and operated a service business, holding sole responsibility for marketing, branding, advertising, and search engine optimization
- Prepared proposals, identified client needs, and made recommendations in order to optimize budgets while delivering successful video and web campaigns
- Conceptualized, filmed, and edited web-based video projects, and developed work flows and media redundancy management
- Implemented and maintained Wordpress websites
- Demonstrated strong interpersonal skills through all client interactions
- Established a culture of client-centric collaboration and dependable communication with an emphasis on accountability, resulting in rave reviews and award winning projects

September 2006 - May 2012
VIDEO EDITOR | GRAPHIC DESIGNER
S2 Design Lab

- Assisted in all aspects of video pre-production, including planning, script writing, storyboarding, and casting
- Completed creative video edits and delivered in a variety of formats
- Designed and maintained CSS/HTML and flash-based websites
- Designed and produced weekly bulletins, annual reports, brochures, sales sheets, books, trade show displays, posters and billboards