

Rachel Max Huss

Brea, CA 92821

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Summary: Well-organized, creative problem-solver. Efficient and professional team player. Hard working and comfortable in high-stress situations.

Skills

Microsoft Suite, Adobe Suite, Google Suite, Storyboard Pro, 70 WPM typing, MacOS, Zoom, Slack

Organization, Collaboration, Creativity, Time Management, Communication, Adaptability, Problem-solving, Attention to Detail, Enthusiasm

Education

SEPT 2019 - MAY 2022

Biola University, La Mirada, CA - *BA in Cinema and Media Arts - Summa Cum Laude*

- **Senior Portfolio** - Oversaw the production of an original animatic, including designing characters, drawing frames, editing cuts of the animatic, and managing schedules for seven voice actors and a crew of sound engineers.
- **Writing for Film and Television** - Wrote spec scripts for *The Mandalorian* in collaboration with fellow students. Took weekly notes to produce written feedback for peer scripts.
- **Coverage and Rewrites** - Wrote coverage for produced and unproduced screenplays to determine story strength and financial viability for studios.

Experience

MAY 2020 - PRESENT

Spot the Jay Designs, remote - *Freelance Character Designer*

- Designed characters according to design briefs to fit client project needs.
- Organized multiple clients, deadlines, and projects via spreadsheet to ensure commissioned work arrived on schedule.

APRIL 2024 - PRESENT

HisChannel, Anaheim - *Live Broadcast Producer*

- Recorded live news and teaching programs before transferring them for digital distribution.
- Operated cameras, microphones, sound boards, and recording software.
- Prepared sets and managed talent before and during filming to ensure on-schedule broadcasts.

JUNE 2022 - AUG 2022

VeSync/Etekcitey, Anaheim - *Art Production Assistant*

- Arranged set, managed props, and kept track of set changes to ensure consistency of the visual aesthetic throughout filming.
- Communicated with the Production Coordinator to ensure production remained on schedule.