

## JITEN L. DADLANI

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<http://www.JitenDadlani.com>

### Competencies:

- Strong understanding of digital file formats for different media
- Demonstrated ability to work independently as well as a member of high performance teams in a project driven environment
- Video production
- Excellent organizational, interpersonal and communication skills
- Exceptionally high computer, web 2.0, flash, and technology skills
- Demonstrated ability to prioritize, track and resolve issues concurrently

## PROFESSIONAL EXPERIENCE

**AVATAR-STUDIOS** Saint Louis, MO

2011

Full Service Television Production and Post Production Agency

### Assistant Producer

- Develop instructional training videos
- Manage work flow and resources to ensure on time and on budget execution of projects
- Performing administrative duties throughout the entire production process
- Responsible for offline editing original footage, and supporting the editing process
- Manage digital content
- Build and maintain relationships with digital agencies, as well as work as a liaison between vendors and clients

**OSBORN & BARR COMMUNICATIONS**, Saint Louis, MO

2010 to 2011

Agricultural and Rural Marketing Agency

### Digital Production Assistant

- Design graphics, illustrations and other visuals to represent various content, facts, processes and procedures for digital interactive materials.
- Managed all national video campaigns, and video assets.
- Provided proposal support—creating media plans, pricing, PowerPoint proposals, etc.
- Helped manage various brands through Wordpress, YouTube, Facebook, and Twitter
- Designed and send out monthly e-blast newsletters using HTML and BlueHornet
- Developed viral videos to increase brand awareness
- Revised copy for e-blasts and print

**THE MCGRAW –HILL COMPANIES**, Columbus, OH  
Global Information and Educational Publisher

2009

**Advertising Intern**

- Designed and developed learning materials for print and electronic presentations.
- Help develop Web-based instruction design scenarios.
- Interacted with Marketing Technology Group
- Edited and uploaded videos for web

**REMODELING MEDIA GROUP SOLUTIONS**, Maumee, OH  
Full Service- Advertising Agency

2008 to 2009

**Assistant Media Buyer/Creative Intern**

- Compile and analyze marketing and media data.
- Assist Planner in establishing purchasing guidelines for media.
- Maintain and update plans / budgets on a regular basis.
- Assisted in the negotiation process for TV Media purchases for on over 30 stations
- Help create new ideas and concepts for clients to help increase the return on investment
- Responsibility of tracking media to show clients the benefits and results that their advertising dollars had on their business.

**PBS 45 & 49**, Kent, OH  
High Definition Broadcast Service Throughout Northeast Ohio

2008

**Production Assistant**

- Assisted production manager and producer/directors in the field and in the office..
- Loaded, unloaded, set-up, break-down of camera, lighting, audio, and grip equipment in the field and in the studio.
- Assisted with prepping edits and editing on AVID non-linear edit system
- Organized and maintained production equipment and production vehicles

**EDUCATION**

Bachelor of Technology, Bowling Green State University  
Major; Visual Communications Technologies  
Focus: Interactive Media, Video Production, Print  
EXCELL T.E.C.C. Certification: Computer Information Systems

**Skills**

Adobe Creative Suite 5 – Microsoft Office – Action Script 3.0 -- Apple Final Cut Pro – DVD Studio Pro –HTML/CSS – Wordpress – Avid – Adobe After Effects 5 – Mpeg Stream clip -- Blue Hornet --