

Shannon Alexandra Sweeney

Education

THE GEORGE WASHINGTON UNIVERSITY

B.A., Philosophy (Public Affairs Option), Minor Political Science

Washington, D.C.

2008–2012

- *Membership:* GWU Philosophy Club, Alpha Kappa Psi Business Fraternity
- DC Diners: President and founder of student organization centered on the DC food scene.

Experience

ARSENALCREATIVE

Santa Monica, CA

Visual Effects + Finishing Producer

1/2013 - Present

- Oversaw visual effects and online finishing for commercial broadcast and digital spots.
- Clients include Samsung (McKinney), Lexus (Team One), Mazda (Garage Team Mazda), and Beats by Dre.
- Provided VFX/finishing services ranging from beauty and general cleanup to 2D and 3D CG animations.
- Organized and delegated work to a staff of artists and designers using Adobe Creative Cloud and Autodesk programs such as Maya, Nuke, Flame, and Smoke.
- Managed communications with clients and conveyed clients' notes to artists.
- Quality checked, tagged, and delivered final commercials to go to air.
- Assembled bids and managed budgets up to \$300,000+, and handled invoicing.

Administrative Assistant

9/2012 – 1/2013

- Managed phones, mailing, and general office accounting.
- Attended to needs of artists and clients.

PUBLIC INTERNATIONAL LAW AND POLICY GROUP

Washington, D.C.

Research Assistant

9/2011 – 5/2012

- Researched international conflicts for grant proposals.
- Worked on projects such as editing and organizing an international law textbook.
- Organized and checked international program accounts and receipts for audits. Edited, organized, and sent weekly news updates on international clients.
- Updated website and social media, such as LinkedIn, Twitter, Facebook, and YouTube.

CB2

Washington, D.C.

Sales Associate

04/2011 – 12/2011

- Helped customers find and purchase modern home furnishings.
- Designed interiors and helped with special in-store events.
- Merchandized products and kept the floor presentable.

LAW OFFICE OF PAUL STRAUSS AND ASSOCIATES

Washington, D.C.

Paralegal Intern

12/2010 – 5/2011

- Managed phones, fax, mailing, and filing.
- Attended meetings with clients and prepared clients for trial.
- Aided attorneys with creation, processing, and filing of legal documents.
- Attended and recorded court hearings.

Additional

- *Language:* Intermediate proficiency in Spanish
- *Volunteer Work:* LA Kitchen (November 2013–present)
- *Software:* Photoshop, Compressor, Farmer's Wife, NIM, Microsoft Office, Timeslips, POS, basic HTML, Raiser's Edge
- *Typing speed:* 75wpm.
- *Social Media:* Twitter, Facebook, YouTube, Vimeo, Instagram, Pinterest, Tumblr, WordPress, LinkedIn
- *Interests:* Avid traveler. Film buff. Admirer of good design. Foodie and beer enthusiast. Cruciverbalist.
- View some of my previous producing work at shannonasweeney.wordpress.com.



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