

AMANDA KIM

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SUMMARY

Project Manager – Essay Filmmaker – Videographer – Assistant Editor

- Graduate of film/media and literary studies.
- Active in project coordination, process improvement and workflow management.
- Multi-skilled generalist with a history in academic/design/tech/securities research, technical editing and copywriting, and content localization.

VIDEO PROJECTS

ECLIPSE (2019) – *Capstone, University of Washington*

- A short essay film exploring identity politics.
- Winner of Silver Award, April 2019, Independent Shorts Awards

Upstream USA 2-Day Training Video (June 2019) – *Videographer*

- Shot 2-day training video for clinicians and staff for Upstream USA, an organization that educates health centers on how to eliminate barriers to birth control and provide shared decision-making counseling and same-day treatment

Various Shorts – *Student Capstones, University of Washington*

- Worked as Director of Photography/Cinematographer on two other capstone projects.
- Worked as Location Scout and Producer on other student projects.

PROFESSIONAL EXPERIENCE

Project Manager – University of Washington – Bothell, WA

2017 - Present

- Manage and oversee campus-wide administrative and operational projects, including joint service agreements, university contract negotiations, campus service request intake processes and an online student hiring system integration
- Serve as a change agent driving adoption of project tracking, scoping and Kaizen/Lean process improvement tools to better serve the diverse student population
- Provide prioritization and structure to enable efficient implementation of new services and initiatives, including a campus-wide budget model recalibration and shared service launch

Administrative Specialist to Chief of Staff – University of Washington – Seattle, WA

2015 - 2017

Project Manager and Editor – Latis Global Communications – Seoul, South Korea

2014

Editor – Hyundai Securities – Seoul, South Korea

2011 - 2014

R&D Project Manager and Editor – PEAI English Academy – Seoul, South Korea

2010 - 2011

Research and Design Intern – C-Lab/INABA Projects – New York, NY

2009 - 2010

EDUCATION AND CERTIFICATIONS

- UW Film and Video Certification, University of Washington Seattle – 2019

Capstone Project: *Eclipse* - Roles: Director/Writer/Producer/DP/Editor

- Graduate Level, Cinema Studies, New York University – 2006 to 2008
- B.A., Cinema Studies/Comparative Literature; B.A., French, University of Washington Seattle – 2001 to 2005