

# Renee M. Graber

Milwaukee, WI (414)839-8296 Email: [reneemgraber@gmail.com](mailto:reneemgraber@gmail.com)  
Websites: [brewcitybrunette.weebly.com](http://brewcitybrunette.weebly.com) & [einsteinproductions.org](http://einsteinproductions.org)

## Education

### **Marquette University: Milwaukee, WI**

*Bachelor of Arts Degree, May 2011*

- Major: Broadcast and Electronic Communication, Minor: Film Studies
- *Scholarships and Honors:* Gracie Award for Outstanding Special or Variety (2013), Frank Mazzula FFP Outstanding Senior Award (2011), Walter Jay and Clara Charlotte Damm (2010), Lloyd W. Freese (2010), Freshman Frontier Program (2009), Lambda Pi Eta Honor Society member
- *Computer Skills:* Mac and PC proficient, Final Cut Pro and Avid editing, Adobe CS5 programs, Motion, Camtasia, Microsoft Office programs, Final Cut Pro X Certified

## Professional Experience

### **Einstein Productions: Milwaukee, WI**

*Head Videographer and Board Secretary: April 2012 - Current*

- *Head Videographer and Board Secretary;* Produce, shoot, and edit video and photography projects, including executive producing, shooting, and assistant editing the 2013 Gracie award-winning documentary *The Halo Project* for the Outstanding Special or Variety category. Write and record our board meeting minutes and participate in making organizational decisions as our board secretary.

### **Milwaukee Public Schools: Milwaukee Parkside School for the Arts, Milwaukee, WI**

*Paraprofessional Educational Assistant: August 2012 - Current*

- Assisted with daily administrative assistant duties including collecting and entering attendance records into ESIS software, distributing mail, organizing records, and answering visitors' queries in the office and by phone/email.
- Managed the box office by collecting money orders and organizing the ticket sales for school performances.
- Substitute teacher duties in classrooms (K4-8<sup>th</sup> grade) and provide assistance and supervision to the children during lunch and recess periods. Supervised a group of special needs 1<sup>st</sup> graders for a semester.

### **Tippecanoe Arts and Science Literacy Camp: Bay View, WI**

*Assistant Teacher/Videographer; June 2016 - September 2016*

- Co-taught with three other instructors at this nature day-camp that incorporates the arts (and has a different science theme every week), with a focus on literacy.
- Archived the whole camp experience on video. Footage was then edited by myself into a promotional video to help the camp reach out to potential donors and contributors to the program for next summer, as well as potential campers.

### **United Driving School: Brookfield, WI**

*Wisconsin DOT-Certified Licensed Driver's Education Instructor; May 2014 - August 2016*

- Instructed the classroom (permit) portion of the course in Tosa East, Tosa West, Brookfield Central, Brookfield East, West Allis Central, and Nathan Hale high schools, as well as the behind-the-wheel lessons.
- Created educational videos for the company, which they utilize in their classrooms.
- Created and edited their new online 30-hour classroom course and new website. This included creating new promotional videos and a mock tv news-style show.

### **USC School of Cinematic Arts: Los Angeles & Pasadena, CA**

*Haven's Point, Dir.: Anna Elizabeth James; September 2011 - October 2011*

- *Make-up Model/Production Assistant;* Modeled make-up for pre-production. Helped coordinate extras, ran errands for the producers and set designers, and managed street traffic for shooting of the final scenes.

### **College of Communication: Marquette University, Milwaukee, WI**

*Wakerly Technology Training Center/Einstein Video Productions: January 2010 - August 2011, April 2012 - June 2012*

- *A. V. Technology and Software Technician;* Created and edited promotional video projects for Marquette University's College of Communication. Assisted faculty and students in the Mac/PC lab with Adobe CS and video editing programs to complete college projects.

Marquette University Theatre: August 2010 - May 2011

- *Documentarian and trailer creator*; Created and edited trailers for numerous theatre productions. Posted and promoted trailers on the College's website and social media web pages.

Instructional Media Center: August 2007 - August 2011

- *Videographer / Administrative Assistant / Audio-Visual Technician*; Performed daily administrative duties including scheduling appointments and shoots, covering phones, and tending to errands.
- Maintained and operated audio/visual equipment used to record lectures and educational events or rented out to students for student projects.
- Coordinated order times and equipment with clients, including set up and take down of equipment at events.

Marquette University Television & Marquette Radio: August 2007 - May 2011

- *Production Assistant / On-Air Talent*; Assisted productions by technical directing and manning the cameras for numerous television (sports, entertainment, and news) shows and ran a radio show at our campus' stations.

### **Flight Services and Systems: General Mitchell International Airport, Milwaukee, WI**

*Customer Service Representative: January 2007 - August 2007*

- Tended to daily inventory tasks including weekly cash tending and maintenance of electronic cart machines.
- Maintained relationships with staff of General Mitchell and responded to questions and concerns of customers.

## **Leadership/Community Involvement**

### **Freshman Frontier Program: Marquette University, Milwaukee, WI**

*Program Assistant / Tutor: Summer 2008 and Summer 2009*

- Created academic and social events for summer program students. Tutored students in philosophy and statistics.

### **Digital Storytelling Study Abroad Program: Cagli, Italy**

*Webpage Designer / Videographer: Summer 2010*

- Built a webpage and created an accompanying video for it while learning Italian as a part of an interpersonal communication-enriched study abroad program in Italy.

### **Community Involvement: Milwaukee, WI**

- Past service has included events and video projects created for the following organizations: *Independence First, Autism Speaks, Literacy Services of Wisconsin, Lutheran Social Services of Wisconsin, and the Marquette University Athletics Department. Einstein Productions* also mentors young adults with Autism in the digital media arts.