**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

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EMPLOYMENT HISTORY

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| **Production Assistant (Video)** | **Broomfield, CO** |
| Black Penguin Productions | *June 2011 – Present* |

*Responsible for supporting a large scale production team of 100 people, throughout production, including development, pre-production, post-production, principal photography, and distribution.*

* Managed the bookings for guests, the green room traffic, and any guest suites.
* Researched story ideas and then compiled footnotes and gathered footage for presentation.
* Completed Video Production-scriptwriting, audio editing, and mixing using the Avid non-linear editing system.
* Maintained and assisted with Production Acquisition.

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| **Production Assistant (Video)** | **Scottsdale, AZ** |
| Steed Media & Film, Scottsdale, AZ | *January 2008 – May 2011* |

*Responsible for organizing and preparing visual and audio equipment to be used on video projects for clients such as Pfizer, Knoll Pharmaceuticals, and Merck.*

* Helped edit graphics and video projects from conception to creation.
* Collaborated with the production team to provide content, digital assets, presentations, and other video needs.
* Built, edited, and polished videography proposals for business clients.
* Staged and set up audio and video equipment for studio and on-location shoots.
* Performed minor maintenance on video and audio equipment and managed any required vendor repair.

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| **Film Administrative Assistant** | **Butte, MT** |
| Raymond Sound Systems | *July 2005 – November 2007* |

* Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

EDUCATION HISTORY

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| **Diploma in Equipment Maintenance**,  Broomfield Business College | **Broomfield, MT**  *2000 – 2002* |
| **Associate of Science in Media Management**,  Film School of Arizona | **Scottsdale, AZ**  *1996 – 2000* |