

RONNIE MATEU



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EDUCATION AND ACCOMPLISHMENTS

09/2021

Portfolio Certificate - Image, Film, & Content Creation

The Creative Circus
Atlanta, GA

Photography/Image Program

- Best Image for my DKNY Sports Collection 2021 Video and Photo Recipient from The Creative Circus Professional Panel
- Awarded AISC/Southern Association of Steel Fabricators Scholarship, American Institute of Steel Construction
- D&AD New Blood International Award for My Grey Poupon Commercial
- 3.4 GPA

08/2005

High School Diploma

SUMMARY

Accomplished Photographer and Videographer with 12 years of industry experience and exceptional talents in film development and image manipulation. Artistic and creative professional with strong portfolio and outstanding computer skills. Technical knowledge of equipment operations and photography and videography principles based in Tampa, FL and Atlanta, GA.

SKILLS

- Cameras: Sony, Black Magic, Red, Nikon and Canon.
- Adobe Photoshop and Lightroom,
- Adobe Premiere Pro, Adobe After Effects, Davincii, Microsoft Apps, Pages, and Key Note.
- Social Media
- Traits: Customer Service, Technical and Digital Proficiency, Leadership, Creative, Collaborative, Organized, Respectful, well-mannered, Funny, Curious, Caring, Selfless, Driven, Detail oriented, Quick learner, and Enthusiastic.

EXPERIENCE

Head Photographer & Director of Photography
Endorphinz Media | Tampa, FL

03/2022 - Current

- Set up shots and camera settings quickly and effectively.
- Planned and adjusted lighting for shoots.
- Developed methods to measure success for consumer participation, sales averages and subject

Eagles Landing Christian
Academy
McDonough, GA

experience for new and existing photography programs.

- Recruited and assigned photographers to specific projects, monitoring tasks and duties.
- Led projects by providing guidance and direction from conception to execution.
- Reviewed and assessed footage to check for quality assurance.
- Employed various camera techniques to convey intended aesthetics.
- Remained abreast of emerging trends in photography, learning relevant techniques and media types.
- Directed creation and management of video inventory.
- Edited captured video to tell concise, visually pleasing stories or relay video messages.
- Edited and manipulated videos to upload and post to social media platforms.
- Directed video participants to capture specific activities and events.
- Collaborated with specialists, producers and designers to produce original video content.

Creative Producer and Assistant Producer
Endorphinz Media | Tampa, FL

- 03/2022 - Current*
- Enhanced, retouched and resized photographs with Photoshop.
 - Participated in brainstorming sessions to think creatively about fresh new formats and products.
 - Developed graphics and layouts for custom product illustrations, company logos and Internet websites.
 - Stayed calm and polished at all times, even during moments of extreme stress or when dealing with difficult personalities, to accomplish professional goals.
 - Conducted meetings to discuss production progress and attain production objectives.
 - Compiled scripts, program notes and other material related to productions.
 - Studied and researched scripts to determine how to direct.

- Studied scripts and made revisions and changes for improvement to produce highly successful programs.
- Supervised production staff during planned photo shoots in studio and on location.

Production Coordinator & Programming Coordinator
Endorphinz Media | Tampa, FL

- 03/2022 - Current*
- Assessed, monitored and reported on work progression.
 - Collaborated with internal teams to develop project solutions resulting in on-time execution.
 - Assisted project manager in drafting schedules and related documentation.
 - Coordinated with department leads to identify and outline solutions to client-specified challenges.
 - Developed and implemented project tracker or calendar to meet and maintain standards.
 - Introduced change improvement plans to achieve goals, methodologies and initiatives.
 - Troubleshoot and resolved non-technical issues using support documentation and training.

Event Videographer and Photographer
Ronnie Marie Events | Atlanta , GA

- 01/2020 - Current*
- Photographed special events, parties and portraits.
 - Explained price and package details to customers.
 - Scouted locations and curated props for photography shoots.
 - Maintained various studio equipment.
 - Took pictures of individuals, families and small groups in studio or on location.
 - Directed activities of workers setting up photographic equipment.

Video Editor and Photo Editor
Ronnie Marie | Atlanta , GA

- 06/2012 - Current*
- Analyzed video content for quality control and editorial corrections.
 - Collaborated with creative team and director to

- align editing approach with artistic vision.
- Uploaded final cuts to content management systems and client platforms.
- Completed sound design, sequence selection and compression for post-production purposes.
- Checked video for corruption and confirmed media rendered correctly.
- Implemented keyframe animations effectively within content to drive intended narrative.
- Selected, captioned and color-corrected photos for photo sales, website galleries and slideshows.
- Designed client page layouts with Adobe InDesign and Adobe Illustrator.
- Met with project managers and planned photograph selections and arrangements for publication.
- Maintained camera and photography equipment and performed repairs.
- Worked with stock houses, libraries, archives and artists to obtain images for books.
- Communicated with new stock vendors, photographers and agents to negotiate service pricing to coincide with budget.
- Scheduled studio time for photoshoots and contacted subjects and photographers.
- Assembled professional lighting and photography equipment to produce product and head shot photographs.
- Transferred photographs to computers for editing, archiving and electronic transmission.

Assistant
Rise Studios | Atlanta , GA

- 06/2021 - 11/2021*
- Served as contact person and source of information to maintain good communication with clients.
 - Gathered and sorted data for inclusion in reports and files.
 - Executed record filing systems to improve document management and organization.
 - Scheduled and coordinated meetings, appointments and travel arrangements for managers or supervisors.
 - Maintained positive working relationship with fellow

staff and management.

- Received and distributed mail, letters and packages.

Waitress
Taco Mac

05/2020 - 02/2021

- Presented food and beverages to guests at tables.
- Rolled silverware and set up food stations and dining areas to prepare for next shift or large parties.
- Presented menus to patrons to answer questions about menu items and make recommendations.
- Prepared salads, appetizers and garnishes to assist kitchen staff.
- Checked with guests to get feedback on food served, resolve issues, bring additional items and refill beverages.
- Trained new employees to perform duties.
- Maintained polite and professional demeanor to patrons to encourage inquiries and order placements.

Receptionist
Vector | Atlanta , GA

05/2020 - 07/2020

- Scheduled and confirmed appointments.
- Answered and directed incoming calls using multi-line telephone system.
- Served visitors by greeting, welcoming and directing to appropriate personnel.
- Updated and recorded customer or client information to maintain accounts.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Sorted incoming mail and directed to correct personnel each day.
- Maintained daily calendars, set appointments with clients and planned daily office events.
- Scheduled and confirmed appointments and meetings for management team.
- Handled conference room scheduling, collaborating

- with meeting organizers on logistics and catering.
- Greeted customers, answered general questions and directed to appropriate locations.

Fitness Receptionist
LA Fitness | Atlanta , GA

- 10/2019 - 01/2020*
- Welcomed members and visitors to gym and provided accurate information concerning available programs and activities.
 - Collected payments, renewed memberships and resolved billing issues.
 - Resolved customer complaints and made necessary updates to customers' accounts.
 - Operated telephone switchboard to provide information, take messages and forward calls.
 - Scheduled personal training sessions and maintained and updated appointment calendars.
 - Encouraged and motivated members to attend group fitness classes to boost profitability.
 - Greeted customers, answered general questions and directed to appropriate locations.

Gymnastics, Tumbling & Parkour Coach
Gym Tech | McDonough, GA

- 08/2017 - 07/2019*
- Tumbling, and Parkour Coach
 - Adjusted coaching techniques based on strengths and weaknesses of gymnasts.
 - Communicated with parents regarding children's behavior and progress in class.
 - Adjusted coaching techniques to meet athlete needs and address strengths and weaknesses.
 - Conducted exercising drills to improve flexibility, stamina and strength of each player.
 - Trained athletes in proper use of equipment for safety and maximum results.
 - Monitored student athlete academic performance through grade checking and boosted results with study hall and techniques.

Gymnastics & Tumbling Coach

Tnt Gymnastics & Fitness Complex | Norcross, GA

- 01/2019 - 06/2019*
- Prepared various warm up activities for each class based on skill level and age.
 - Communicated with parents regarding children's behavior and progress in class.
 - Adjusted coaching techniques based on strengths and weaknesses of gymnasts.
 - Explained and demonstrated use of exercise equipment to participants, prioritizing safety.
 - Monitored safety of training, individual exercises and equipment usage to avoid sports injuries and damage to facility.
 - Worked with other coaches, team members and school leadership to maintain strong program.
 - Ran drills and fitness circuits to improve athletes' coordination and skills.
 - Provided motivational support and guidance to participants to develop and sustain positive relationships.
 - Evaluated athletes' skills and reviewed performance records to determine fitness and potential in gymnast.
 - Directed physical conditioning programs to enable athletes to achieve maximum performance.
 - Observed health and safety guidelines and protocols during practice sessions and game to help players avoid injuries.
 - Encouraged athletes, fellow coaches and parents to engage in good sportsmanship with competitors.
 - Developed training and exercise programs to meet individual requirements and team play strategies.
 - Encouraged team members to become stronger, more agile athletes and more successful competitors through focus, effective training and proper nutrition.

Sales Associate
Nadia's Boutique | McDonough, GA

- 08/2018 - 01/2019*
- Helped customers find specific products, answered questions and offered product advice.
 - Engaged customers in friendly, professional

dialogue to determine needs.

- Answered incoming telephone calls to provide store, products and services information.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Collected payments and provided accurate change.
- Worked with fellow sales team members to achieve group targets.
- Answered product questions with up-to-date knowledge of sales and promotions.

LANGUAGES

- Bilingual in Spanish and English