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# Mathew Duclos

He/Him/His

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## SKILLS

**Cameras Operated:** Red Komodo | BLACKMAGIC POCKET(6K & 6K PRO) | All Sony Cinema Cameras | All Canon Cameras

**Hard Skills:** Grip Work | Lighting Work | Studio Equipment | Camera Operating | Production Assistance

**Software:** Google Workspace | ZenDesk | Final Cut Pro X | Adobe Suite | Photoshop | Lightroom | Premiere

**Other:** Project Management | Presentations | Storytelling | Interpersonal Communication | Customer Service | Production Set Experience | VIP Talent Liaison (High Profile Talent)

## EXPERIENCE

### **Man Flow Yoga, Austin, TX - Executive Assistant & Videographer**

February 2023 - PRESENT

- Assisted the CEO by managing the online store on Shopify, packing and shipping out products.
- Used Zendesk as a customer service tool and wrote emails on behalf of the company.
- Shot videos for a Yoga instructor using a multicam setup with the Sony a7IV.
- Social Media management and Content creation.

### **ThinkRaven, San Diego, CA - Film Intern (Production Assistant)**

July 2018 -Present

- Assisted in managing their social media platforms through audience engagement and analytics. Assisted in content creation by editing photos/video through photoshop and other Adobe programs. Experienced with Final Cut Pro.
- Worked as a PA on multiple commercial sets. Assisted the director and producer in any way by engaging in tasks. Printed and distributed scripts, relayed messages between crew members and ran errands for directors and producers.

### **CADY Studios, Cedar Park, TX - Photographer**

July 2022 - February 2023

- Took professional photos for high school students or school faculty.
- Took Creative Pictures while upholding great customer service towards the client and parents. This also includes event photography (School events), and elite sessions (1 on 1 Sessions).
- Responsible for handling professional camera equipment, lighting and accessories. Setting up and breaking down studio scenes.
- Drove Company Van to outdoor locations for photoshoots

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## **Smartish, Austin, TX - Marketing Assistant and Content Creator**

August 2021 - August 2022

- Worked with the head of marketing to deliver press kits. Wrote emails and Copywriting for social Media.
- Managed Social media platforms, creating content and interacting with audiences by creating promos, sweepstakes, etc.
- Assisted in taking photos for the Smartish website. Provided communication between smartish and other businesses to insure presskit gets seen on news outlets and articles

## **Service & Extracurriculars**

### **Austin PBS , Austin, TX - Production Crew**

*"If you Like" Book Author Interviews*

April 2023

- Set up single subject interviews for book authors. Created a well lit setting for each subject.
- Gaffing and recording subjects while monitoring audio.

### **AppLovin, Austin, TX - Production Assistant**

*Wordscapes Project*

March 2022

- Worked as a Production Assistant filming an app video game created by a "AppLovin" company by helping the gaffer and DP with lighting, set design, and Audio throughout the set. .

## **EDUCATION & AWARDS**

### **Cuyamaca College, San Diego, CA - Business**

August 2020 - May 2022

- Associate of Applied Business (A.A.B.)

### **Austin Film Society, Austin TX - Creative Careers Graduate**

March 2023 - May 2023

- Technical training sessions to learn the skills needed to create high-quality and creative films. Working closely with industry professionals to gain hands-on experience in all aspects of film production, including camera operating, editing, screenwriting, and set production.
- Attending professional development sessions to enhance skills and knowledge about the film industry and the latest trends and technologies in filmmaking.