

# Chalena Williams

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WWW: <https://www.chalenawilliams.com/portfolio>

Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

## Accomplishments

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Mentor of the Year (2021-2022), Always Reaching Upward Mentoring Program, April 2022

Tommy G. Thompson Leadership Scholarship, The Tommy G. Thompson Center on Public Leadership, January 2022

Marvin N. and Shirley A. Warter Scholarship, Shirley Warter, January 2020

Lois J Skatrud Scholarship, Lois J Skatrud Family, May 2019

## Skills

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- Communication
- Leadership
- Critical Thinking
- Google Applications
- Microsoft Office
- Problem-Solving

## Work History

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### Transportation Security Officer

Transportation Security Administration, Dallas, TX

April 2023 - Current

- Full-time; 40 hours; GS SV E; \$53,259
- Used screening equipment to identify dangerous objects in baggage and on passengers
- Used critical thinking to investigate threats and suspicious behaviors and resolve alarms
- Communicated effectively with travelers to provide guidance on safety regulations and maintaining a safe traveling environment
- Ability to work independently, collaborate with peers, and multitask to fulfill the TSA mission
- Memorized and applied applicable Standard Operating Procedures
- Has the skills and ability to manage conflict successfully, dealing with unruly passengers and

disagreements with peers

- Ability to remain calm and alert in high-stress situations
- I serve on the Multimedia team, where we create briefing presentations, training videos using Premiere Pro, and flyers/brochures for the workforce

### **Production Studio Assistant Manager**

*University of Wisconsin Parkside Studio,  
Kenosha, WI*

*January 2022 - December 2022*

- Part-time; 15 hours; \$12 an hour
- As I was gaining my Bachelor's degree, I coordinated the schedules of students, organizations, and faculty to use the production studio
- Operated camera, audio, lights, and switchboards
- Directed and wrote live streams and interviews for the University's social media and website
- Conducted research and compiled reference materials for production design and development
- Attended production briefings and took detailed notes
- Researched and analyzed different technologies and equipment for studio to improve efficiency and quality
- Ability to multi-task, great organizational skills, a problem-solver, all while being able to meet deadlines efficiently

### **Summer Production Lead Video Technician**

*Interlochen Arts Camp, Interlochen, MI*

*May 2022 - August 2022*

- Full-time; 40+ hours; \$4000 stipend
- Led a team of technicians in setting up and operating audiovisual equipment for various summer events and productions
- Managed scheduling and logistics for video crews, ensuring efficient setup and breakdown of equipment at multiple locations
- Directed and edited live streams and performances for the Arts Camp website
- Managed equipment inventory and maintained proper function of all video equipment
- Troubleshoot technical issues during events and implemented quick solutions
- Demonstrated strong communication and leadership skills
- Assisted in analyzing teams performance and wrote reports on progress
- Showcased excellent organizational and project management skills
- Used After Effects and Adobe Premiere to edit and create motion graphics

### **Audio Engineer**

*Fresh Films, Rock Island, IL*

*August 2021 - August 2021*

Short film, *Ghostland*, written by Rick Cleveland

- Full-time; 40 hours; \$2000 stipend
- Operated and maintained audio equipment
- Trained and supervised interns in various audio engineering tasks
- Set up, maintained and operated audio recording equipment and performed troubleshooting and audio system breakdown
- Controlled microphones, sound levels and outputs to produce high-quality tracks

- Collaborated with director to determine and achieve desired sound for production
- Maintained inventory and organized studio equipment and cables

### **Social Media Intern**

*Megasaur Media, Chicago, IL*

*June 2021 - August 2021*

- Part-time; 15 hours; \$2000 stipend
- Assisted in developing and implementing social media content calendars across multiple platforms like TikTok and Instagram using tools like Sprinklr and Analytics
- Created engaging social media posts and graphics to drive brand awareness and engagement
- Monitored and analyzed social media performance metrics to make data-driven recommendations for optimization
- Produced and edited engaging video content
- Created and scheduled content for social media posts, including graphics, videos, and written copy
- Stayed up-to-date with current social media trends and best practices to continuously improve the company's online presence

### **Filmmaking Instructor**

*Fresh Films, Chicago, IL*

*October 2020 - June 2021*

Virtual Film Program

- Part-time; 10 hours; \$16 an hour
- Instructed middle and high school students from across the country on how to create their own music videos, films, documentaries, and social media profiles
- Demonstrated expertise in various aspects of filmmaking, including camera operation, lighting, and sound recording
- Utilized creative and innovative teaching methods to engage students and foster their passion for filmmaking
- Used communication skills to explain concepts and give feedback
- Learned to adapt my teaching methods to accommodate different learning styles of the students
- Collaborated with other instructors and faculty to plan and coordinate multidisciplinary projects and events

### **Production Intern**

*Fresh Films, Los Angeles, CA*

*July 2019 - July 2019*

AT&T Filmmakers Lab ft Reese Witherspoon

- Full-time; 40 hours; \$2000 stipend
- Assisted in training teenage filmmakers on posting Instagram stories, production equipment, filming, and interviewing
- Responsible for setting up and operating equipment, including cameras, lighting, and sound equipment
- Directed and operated cameras for various behind the scenes footage and interviews
- Edited and compiled footage for final behind the scenes video
- Executed social media strategies to increase brand engagement on Instagram

## Education

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Bachelor of Arts in Theatre Arts/ Digital Media & Production December 2022

University of Wisconsin Parkside at Kenosha, WI