

Alissa Frank
911 School St., Apt. 2
Indiana, PA 15701
(724) 599-2049
alissagicma@gmail.com

August 2, 2024

Dr. Rev. Marv Nelson
Indiana Alliance Church
2510 Warren Road
Indiana, PA 15701

Dear Dr. Rev. Marv Nelson:

I am applying for the Staff Videographer position offered to me on July 17, 2024. My experience with production, along with my work as a wedding videographer prepares me to work for you in this position. In working with Jenna Letham Photography, I have had to oversee all aspects of digital camera operation and cinematography in a fast-paced environment. Through jumping from location to location on wedding days, I have had to manage lighting designs for a diverse range of filming locations and subjects. At the Indiana County Technology Center, I received a 1st place award in the 2019-20 FBI HOPE Contest that raised awareness for drug and opioid addiction. To best depict such a delicate topic, I had to possess knowledge in developing effective video communications. At the ICTC I was also selected to be the president of SkillsUSA and the National Technical Honor Society (NTHS) because my peers believed I was proficient at managing multiple projects with tight and often competing deadlines. In my classes at IUP I have directed subjects and placed props according to an established storyboard. Examples of my media production, writing, and social media work are available in my digital portfolio:

<https://alissag12376.wixsite.com/frank-photography>

Indiana Alliance Church is an exciting organization. As technology becomes more diverse, the church always expands with it. Something that stands out to me about IAC is the working philosophy where volunteers are not treated as workers, instead they are deeply cared for by the staff. I truly appreciate that faith is at the core of everything IAC stands for.

Please view my online portfolio, created as part of my IUP Communications Media degree in Production. It should provide you with evidence about my accomplishments and what I can do for Indiana Alliance Church. I will follow up within the next week to hopefully set up an interview. You can contact me at alissagicma@gmail.com or at (724) 599-2049. Thank you for your time!

Sincerely,

Alissa Frank
Enclosures: Resume, References

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EDUCATION

- ❖ **Bachelor of Science in Communications Media/Media Production** Graduated
Indiana University of Pennsylvania May 2024
 - Communications Media Department
 - 3.5/4.0 cumulative GPA, 3.75/4.0 major GPA

- ❖ **Certificate in Communications Media** Awarded May 2020
Indiana County Technology Center
 - 4.0/4.0 cumulative GPA
 - Elected President of Skills USA
 - Elected President of National Technical Honors Society

EXPIRIENCE

- ❖ **Jenna Letham Photography**, Clymer, PA November 2019 – Present
Wedding Videographer & Photographer
 - I have produced 10 min+ videos and photo collections for 30+ clients.
 - Advanced in using a Canon 5D mark IV, Adobe Premiere, and Photoshop.

- ❖ **Kovalchick Center and Athletic Complex**, Indiana, PA November 2021 – August 2022
Audio/Visual Staff
 - Operated the camera, soundboard, and graphics for the jumbotron during events.

- ❖ **Indiana Alliance Church**, Indiana, PA May 13th – July 17th
Media Intern
 - Created video announcements, a podcast series, and a pictorial directory.

TECHNICAL SKILLS

- Proficient in Adobe Cloud Suite, Microsoft Office, Still and Video Camera, TV studio control room.

HONORS/ACTIVITIES

- IUP Deans list 2020-2024
- 1st Place in FBI HOPE Contest November 2019
- Student Leader for the CCO August 2022-2024
- Humanitarian work with Mission 2535 February 2022, August 2023

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References

- ❖ Mark J. Piwinsky, Ph.D.
Professor, Communications Media
121 Stouffer Hall
Indiana, PA 15701
(724) 357-2492
mpiwinsk@iup.edu

As an active member in both Dr. Piwinsky's Basic & Advanced Audio Production classes, he can address my production skills, dedication, and teamwork capabilities because of the rigorous projects I completed in his class.

- ❖ Stephen Kleinman
Associate Professor, Communications Media
130 Stouffer Hall
Indiana, PA 15701
(724) 357-2492
kleinman@iup.edu

In Kleinman's Television Production course I was the director for our class-wide group projects. He can address my production skills in leading a television crew.

- ❖ Jeremy Waltman
Associate Professor, Communications Media
Director/Writer, KINGSWORLLC
121 Stouffer Hall
1-(814) 932-4898
jwaltman@iup.edu

As my academic advisor, Professor Waltman has known me for three years. As a student in his video production and scriptwriting class I learned writing, organizational, production, and editing skills.