

Arden Durham

(651) 253-0692

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Skills:

- * Project Coordination
- * Coherent Communication
- * Innovative Approach and Creative Design
- * Conflict Resolution and Problem Solving
- * Organization and Management
- * Synthesis and Interpretation
- * Initiation and Execution
- * Multicultural Awareness

Education:

Bachelor of Arts in Anthropology and Art, with a Minor in Psychology, May 2005.
University of Minnesota, Twin Cities. Golden Key National Honor Society Member.

Employment:

Osher Lifelong Learning Institute, U of MN September 2008 –October 2009
Principal Office and Administrative Assistant

I was content contributor and manager for the OLLI website. I copy edited for the OLLI newsletter, *Insights*, and took photographs. I designed postcards for events. I registered students for courses, maintained the database, served as receptionist, and helped teachers with A/V gear in the classroom. I assisted the manager, executive director, and board of directors.

Frozen Artist Videos LLC August 2002 – December 2009
Owner and Producer

I founded this company to produce films about art, artists and art culture. I engage in all aspects of production, from pre to post, and work alone. I go anywhere necessary to record my subjects. I run the business, maintain the website, coordinate all projects, write and send newsletters and press releases. I work with computers, Microsoft Office, and digital media equipment.

Access, Saint Paul Neighborhood Network October 2004- February 2005
Access Assistant

I assisted with scheduling, access and use of equipment and space. I provided technical assistance for members. I supported the Access Manager with data entry, administration and recordkeeping of access operations. I developed and wrote several training manuals for members and for access staff. I also organized the access equipment room when the organization moved.

CLA-TV Studios, University of Minnesota January 2002 -December 2004
Undergraduate Assistant

I helped students and instructors from several departments produce videos ranging from drama to news. I taught students how to use the field equipment and the fully equipped, digital television studio. I checked in and out field equipment using a reservation database. I worked as crew for productions that used the facilities. I performed administration tasks such as scheduling, public relations and general office assistance. I initiated and coordinated projects that included students and staff. I facilitated student-learning opportunities.

ITV, University of Minnesota September 2001 - May 2003
Video Conference Room Operator

I worked with distant sites, set audio levels at voice activated and lavalier microphones, and ran multiple remote controlled cameras during classes and seminars. I switched between the cameras and other audio and visual aides such as Elmo slide projectors, VCRs, and computers. I also assisted instructors in using the equipment and negotiating interactive television discourse.

References available upon request.