

# Katherine Diaz

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## EDUCATION

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**Columbia College Chicago** (Chicago, IL) Expected Graduation: May 2026  
Bachelor of Fine Arts in Film & Television, *Concentration in Editing and Post-Production*  
Deans Scholarship, Faculty Recognition Award, Columbia Scholar Award

## WORK EXPERIENCE

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**Columbia College Post-Production Center** (Chicago, IL) Jan 2024-Present  
*Facility Technician*

- Assisting students with Premiere Pro and Media Composer, answering any software and picture editing questions that may come up during the edit and learning process
- Manage front desk operations such as answering phone calls and taking messages and scheduling students for lab time

**Periscope Post & Audio** (Chicago, IL) Jan 2024-April 2024  
*Video Intern*

- Provided an organized space for clients by maintaining a clean office
- Shadowed professionals in roles such as Dailies Technician, Assistant Editor, and Colorist
- Worked on internship editing project while ensuring that my tasks as an intern get completed in a timely manner

**Debra's Natural Gourmet** (Concord, MA) Aug 2019- Aug 2022  
*Kitchen Assistant*

- Set up and broke down the kitchen and my workspace efficiently and thoroughly every shift making sure every task was completed before clocking out
- Responsible for front of house and served around 30 customers hourly providing excellent service by utilizing communication skills developed over 3 years

## LEADERSHIP EXPERIENCE

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**Editors Guild of Columbia** (Chicago, IL) September 2024-Present  
*Executive Board, Event Planner*

- Reserves spaces on campus for our bi-weekly meetings, ensuring we have enough space for all our members and communicating said reservations to the rest of the board
- General assistance with running the club through rotating bi-weekly emails to members, answering questions, and participating in presentations by the club

**Renegades Outdoor Collective** (Chicago, IL) November 2023-Present  
*Executive Board, Treasurer*

- Assist with organizing and running weekly meetings
- Keep track of allotted funds through sheets and communicate with leadership regarding usage of said funds

## SKILLS

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**Professional:** Detail-Oriented, Strong Communication, Organized, Collaborator, Problem Solver  
**Software:** Premiere Pro, Avid Media Composer, After Effects, Pro Tools, Slack, Office 360