

Katherine Diaz

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EDUCATION

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

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

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 Excel and communicate with leadership regarding usage of said funds.

SKILLS

Professional: Detail-Oriented, Strong Communication, Organized, Collaborator, Problem Solver
Software: Premiere Pro, Avid Media Composer, After Effects, Pro Tools, Slack, Office 365