

## **Christopher J. Emery**

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### **OBJECTIVE**

Seeking an exciting and resourceful position at a reputable film or media-based company, where I can develop my production or administrative skills that will assist in my goal of becoming a successful film and DVD producer and distributor.

### **QUALIFICATIONS**

Hard working, energetic individual with an immense knowledge and interest in film, DVD and video production and business. High proficiency in producing, coordination, office managing, administrative assistance, and customer service, as well as computer hardware and software operation, web design, multimedia, and video. Also excellent interpersonal, multitasking and coordination skills, detail oriented, can learn new skills rapidly, creative input and output both artistically and professionally, and many other professional and personal qualities

### **EDUCATION**

Business of Film: Feature Film and Video Distribution, Business of Film: Marketing;  
Ryerson Continuing Education, 2006-2007

Bachelor of Arts with Honours; Fine Arts Cultural Studies (Major), Film Studies  
(Minor), Digital Media (Cross-Disciplinary Certificate); York University; 2003

### **EMPLOYMENT**

Logistics; MIJO Corporation; July 2006 – Present

Performing shipping and receiving duties including internal distribution and outbound delivery. Process work orders from client services and coordinate with all departments to assure order is completed and shipped out in a timely manner. Also perform data entry and inventory duties, specialized delivery orders, as well as assist other departments.

Marketing & Communications; Toronto After Dark Film Festival; June 2006 - Present

Performing successful grassroots marketing campaigns to announce 'Call for Submissions' requests and promoting the festival and contests. Coordinate preview DVD reels that are sent to publications and media and were shown at events and screenings. Also performing a successful online marketing campaign. Recently promoted to Directors of Online Communications.

Project Manager/Office Assistant; Asset Digital; July 2004 – May 2006

Successfully coordinated various DVD-Video and DVD Audio projects with clients, which were completed in ample time and which left the client very satisfied with the final result. Also work as office assistant performing administrative duties including shipping and receiving materials, processing orders, maintaining contact lists and invoices, and prepping materials for media and customers. Other duties include encoding, authoring, and quality control testing.