

# STEPHEN DAVIS

■ Phoenix, AZ 85304 ■ (602) 459-5196 ■ stephendavismedia@gmail.com ■

## LINKS

- [www.stephenpdavis.net](http://www.stephenpdavis.net)
- <https://www.instagram.com/stephenpdavisfilm/>
- <https://www.linkedin.com/in/stephen-p-davis-aa80981b4/>

## PROFESSIONAL SUMMARY

### *Film Portfolio located on website above*

Award winning filmmaker, capable of managing all stages of projects, from pre- to post-production. Talented planner with proven field execution and knowledge of all areas of video production. Advanced skills in Adobe Premiere, Adobe After Effects, Adobe Audition, Davinci Resolve, Etc. Skilled Videographer with about 4 years of experience (and counting). Able to set up and operate equipment, edit final videos and add effects. In production, has experience using a wide range of film equipment from glide-cams and Easy-Rigs to various lights, and grip equipment. Has filmed with many types of cameras, to name a few; the Black Magic Ursa Mini 4.6k, the Panasonic EVA-1 as well as the RED Dragon and RED Epic-X. Well-organized with disciplined approach and good time management skills. Enthusiastic about developing and realizing cohesive vision with each project. I have an extreme passion for Directing but love all fazes of video production whether it be in film or commercial work. I am also a Black Magic Pocket Cinema 6k Camera owner.

## SKILLS

- Directing experience
- Leading production crews
- Setting up equipment
- Post-production expertise
- Proficient in Adobe Suite
- Video Editing
- Storytelling
- Gear inspections
- Gear inventory management
- Staging shots
- Preparing sets
- Pre-production planning
- Managerial experience
- Syncing and narration
- Multi-camera editing
- Creative collaboration
- Sound editing proficiency
- Valid Arizona State driver's license
- Team Player
- Studio production
- Camera and sound crew
- Digital video production process
- Budgeting
- Story development
- Story editing
- Project management
- Flexible schedule
- Leadership
- Decision-making
- Creative writing background
- Videography
- Investigative skills
- Davinci Resolve Studio Coloring
- Sound & Foley Experience

## WORK HISTORY

**CREATIVE DIRECTOR/PRODUCER/EDITOR** 07/2020 to Current  
**Minds Eye Productions**, Peoria, AZ

- Communication with multiple clients simultaneously, on things such as scope of work, creative decisions & feasibility.
- Creative planning and strategy when it comes to shoots, schedule, and planning.
- Delivered edits with multiple camera angle choices, titles, graphics, audio and special effects.
- Evaluated and selected scenes for pacing, entertainment value and continuity , trim shots and edit content.
- Played key role in facilitating projects and contributing to every stage of film and video production.
- Reviewed and edited film by selecting best combination of performance, sequencing and timing to tell story.
- Regularly created commercials for both online and TV distribution.
- Involved in all phases of filming in both narrative and commercial work in key positions.
- Revamped work strategies and processes to accomplish agency objectives.
- Established procedures and quality standards for department.

**PRE PRODUCTION SPECIALIST/DIRECTOR/ VIDEO EDITOR** 11/2019 to Current

**Primus Visuals**, Peoria, AZ

- Set up for shots according to production schedules, weather and lighting conditions and available equipment.
- Delivered edits with multiple camera angle choices, titles, graphics, audio and special effects.
- Establishing and adhering to detailed production schedules.
- Used Adobe Suite to edit footage into correct order and add effects.
- Collaborating with team members to develop content and messages for businesses.
- Setting up shots, including camera, blocking, lighting and sound.
- Produced original video content by working collaboratively with producers, designers and art specialists to facilitate multimedia production.
- Editing videos for digital distribution by managing graphics, sound, music mix and color correction.
- Developed and managed projects from concept to completion, including storyboards, post-production editing and final delivery formats.
- Demonstrated ability to understand director's artistic vision and maintain alignment with vision throughout editing process.
- Evaluated and selected scenes for pacing, entertainment value and continuity , trim shots and edit content.
- Participated in creative meetings to assist in developing ideas and defining project deadlines.
- Organized assets by collecting data from camera media, transcoding video and audio files and managing file backup to digital asset management system.
- Played key role in facilitating projects and contributing to every stage of film and video production.

**FREELANCE VIDEOGRAPHER** 09/2016 to Current

**Self**, Phoenix, AZ

- I have won many awards as a Director and for films and projects that I have seen from conception in writing in Pre-Pro to Directing in Principal to Editing myself in Post-Pro
- Working with actors and coordinating an entire crew of people on set.
- Used Adobe Suite to edit footage into correct order and add effects
- Storyboarded films and recorded numerous hours of footage for various films and projects
- Produced original video content by working collaboratively with producers, designers and art specialists to facilitate multimedia production

- Set up technical details of shots, including lighting, sound, blocking, etc
- Collaborated with team members to develop content
- Set up for shots according to production schedules, weather and lighting conditions and available equipment
- Managed casting and selected shot locations
- Established and adhered to detailed production schedules for over a dozen projects
- Edited footage to create videos for multiple multimedia platforms
- Supervised post-production process, including editing, dubbing and color correction
- Arranged and conducted interviews with individuals knowledgeable about each story's subject matter
- Oversaw all phases of video production for many different film projects from pre- to post-production
- Worked collaboratively with camera crew shooting in locations, optimizing story visualization for diverse viewers

**GEAR MANAGER** 07/2019 to 11/2019

**Huntington University**, Peoria, AZ

- Maintained cleanliness and smooth operation of all camera and lighting equipment
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately
- Worked with students that weren't as educated in camera gear and proper usage
- Repaired broken or damaged gear, from cameras, to lights, to cords, etc
- Managed the reservation system, pulling and receiving rented gear and double checking for damage or general wear and tear

**FRAUD INVESTIGATOR** 01/2013 to 06/2019

**Discover Financial**, Phoenix, AZ

- Conducted prompt and thorough investigations on referred files
- Summarized all key information regarding investigation into detailed report for delivery to client
- Collaborated with team members to discuss fraud trends and brainstorm methods to combat this type of crime
- Provided exemplary level of customer service to all individuals, including clients and company personnel
- Contacted customers directly to notify of fraudulent activity and minimize impacts
- Analyzed large amounts of data to find patterns of fraud and anomalies
- Reviewed reports and individual transactions which appeared suspicious to uncover possible fraudulent activity
- Educated customers about brand to incite excitement about company's mission and values
- Responded to all customer inquiries thoroughly and professionally
- Documented all customer inquiries and comments thoroughly and quickly
- Coordinated between billing department and customers to resolve problems
- Directed incoming calls to internal personnel and departments, routing to best-qualified entity to respond to callers' needs
- Actively pursued personal learning and development opportunities
- Gathered sensitive information to update customer profiles and help with appeals process
- Handled claims consistent with client and corporate policies, procedures, best practices and regulations
- Determined customer needs by asking relevant questions and listening actively to responses
- Investigated cases of insurance and credit card fraud, which involved upwards of \$10,000

per case.

### **SALES ASSOCIATE** 02/2010 to 01/2013

**Tillys**, Peoria, AZ

- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs
- Implemented up-selling strategies such as recommending accessories and complementary purchases to boost revenue
- Maintained organized, presentable merchandise to drive continuous sales
- Worked alongside retail representatives to boost sales by enhancing product presentations and advertising collateral
- Applied security and loss prevention training toward recognizing risks and reducing store theft
- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise
- Educated customers on promotions to enhance sales
- Answered customer questions regarding sizing and accessories and explained how to properly care for merchandise
- Engaged with customers to effectively build rapport and lasting relationships

### **HOST** 02/2008 to 08/2009

**Applebees**, Phoenix, AZ

- Monitored seating area and checked restrooms to keep spotless
- Answered customer questions about hours, seating and Menu information
- Maintained loyal clientele by delivering friendly and authentic service at every stage of restaurant dining experience
- Helped Servers by taking drink orders
- Monitored dining room and guest flow to maximize table usage and minimize wait times
- Informed servers of newly seated parties for speedy service
- Took information about guests' party size, led to seating, offered menus and answered any initial questions
- Collaborated with kitchen to inform customers of wait times and answer questions about food
- Took reservations by phone and walk-in, keeping scheduling demands and kitchen output in time to avoid overbooking
- Worked with front of house staff to move tables and adjust seating to accommodate groups with special requests

---

## **EDUCATION**

Bachelor of Science : Digital Media/Film, **05/2020**

**Huntington University** - Huntington, IN

Associate of Arts : General Studies, **05/2016**

**Maricopa Community Colleges - Glendale Community College** - Glendale, AZ

High School Diploma : **05/2010**

**Moon Valley High School** - Phoenix, AZ

---

## **ACCOMPLISHMENTS**

- 3 time Rocky Mountain Emmy Student Production Award Nominee and One win.
- Several awards from various film festivals (some of which can be seen on my IMDB page)

under "Stephen P. Davis"

- Most Inspiring Film Student Award at my University
- BEA 2019 Best Short Narrative Film award for my short film 'Motions' along with a nomination from the 2019 Rocky Mountain Emmy Awards
- Deans List academically at Huntington University 3 years in a row