

SHERI KERR

Queen Creek, AZ 85142 ♦ (480) 316-5266 ♦ sheri.kerr@gmail.com

PRODUCTION ASSISTANT

Production Team Professional – Dedicated and versatile Production Assistant with hands-on experience in camera operation and recent contributions to diverse productions. Proven ability to thrive in fast-paced environments while maintaining exceptional attention to detail and ensuring seamless production processes.

AREAS OF EXPERTISE

Script Writing
Mixed Media Learning

Coordinate Schedules
Microsoft Office

Client Relationship System (CRM)
Accessibility Strategies

EDUCATION & CERTIFICATES

Arizona Film Ready Crew Certification

UNIVERSITY OF CENTRAL MISSOURI, Warrensburg, Missouri
Bachelor of Science in Speech Communication

COMPUTER SKILLS

Microsoft Suite (Excel, Word, Outlook, PowerPoint), Google Suite (docs, form, slide decks, and sheets), Customer Relationship Management (CRM), Learning Management Systems (LMS): Canvas, Blackboard, and Student Information System (SIS): PeopleSoft

FILM & MEDIA - VOLUNTEER EXPERIENCE

ROCK POINT CHURCH, CREATIVE ARTS, QUEEN CREEK, AZ

09/2021 – 10/2023

Production Team Member - Camera & Graphics Operator

- Collaborate with producer to determine all aspects of camera shots for services
- Operate live camera during church services
- Deliver graphics (Lyrics and sermon slide deck) for live services

PROJECT MANAGER, FARM GIRL PRODUCTIONS LLC, QUEEN CREEK, AZ

09/2012 – 05/2024

Independent filmmaker - writer, director, and producer for documentary

- **pre-production:** managed and maintain budget, organized set insurance, seeking funding avenues, and distribution options, scouting, script writing, legal counsel
- **production:** recruited, supervised, evaluated, and coordinated film crew, cast, and talent releases, craft services
- **post-production:** review all video, revised script for a better story, coordinator and directed editing process for the follow of story.

FILM & MEDIA - PROFESSIONAL EXPERIENCE

Underdog Creative LLC, Scottsdale, Arizona

Production Assistant

03/2024

- **SARRC (Southwest Autism Research & Resource Center) project**
- Assisted with camera setup, lighting, and other technical aspects to support filming operations.
- Demonstrated ability to support various aspects of production on-set coordination
- Any miscellaneous tasks or requests to assist the videographer

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PROFESSIONAL EXPERIENCE

Florence Unified School District and Queen Creek Unified School District

Substitute Teacher

11/2023 – present

- **Strong ability to adapt to change to create a positive outcome in an educational setting**
- Collaborate with school staff and administrators to ensure continuity of instruction and support for students during teacher absences.
- Successfully manage a wide range of different ages and classes (elementary, middle school, and high school) classroom
- Implement pre-prepared lesson plans and adapted instructional materials to accommodate diverse learning needs and styles.

Mesa Community College, Admission and Records (A&R)

Student Services Specialist

05/2022 – 09/2023

- Comprehensive support to an average daily interaction of 50 students per day and during peak time 100 students seeking admission to Mesa Community College via Zoom, chat, email, telephone calls, and in-person
- **Superior customer service to faculty, staff, and students with the willingness to “go the extra mile”**
- Evaluated seven Dental Hygiene applications and transcripts per week to ensure all required coursework and GPA program requirements have been met and add students to the Dental Hygiene program waitlist

ARIZONA STATE UNIVERSITY, UNIVERSITY TECHNOLOGY OFFICE, TEMPE, AZ

10/2018 – 8/2021

Instructional Designer

- Partnered with faculty, other team members, and stakeholder to identify learning needs; wrote course and unit learning objectives and assessments that align with course and unit learning objectives and learner-appropriate pedagogy
- Designed, developed, and delivered online course content, materials, interactive and multimedia technology driven components
- Coordinated production of instructional materials with subject matter experts (SME)
- Developed training materials, wrote scripts for 2-3-minute videos called Quick Tips and 10 – 15 videos for Quick Training
- Assisted and supported faculty on technology changes, troubleshoot on the learning management systems (Canvas and Blackboard) migration

Chandler-Gilbert Community College & South Mountain Community College

01/2014 – 05/2022

Adjunct Faculty, Communication and Fine Arts Division

- **Created and implemented project-learning techniques to enhance learning experiences.**
- Designed, developed, and implemented online courses and course materials in a higher education environment
- Managed and maintained an online classroom within the LMS Canvas; lead discussions and taught communications materials for face-to-face and hybrid classes.
- Monitored students’ growth and success through detailed portfolios that include records, student work, tests, and report cards. Use data to refine teaching methods and expectations.
- Created learning plans, education guides, and worksheets; document syllabi, lesson plans, assignments, and other instructional materials.
- Designed and developed classroom strategies to enhance learning by utilizing a variety of instructional practices