

# Jack Harkness

Long Island City, NY  
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## EDUCATION

Muhlenberg College, Allentown, PA  
Bachelor of Arts in Film Studies; Minor in Creative Writing

May 20XX

## SELECTED FILM PROJECTS

### Director/ Producer

"Broken Record" – 16mm short film  
"Super Storm Sue: A Love Story" – short Claymation

### Director of Photography / Editor

"A Day in Easton" – HD short documentary

### Writer/ Director

"A New April" – short P.S.A

### Technical Director

"Bat Masterson" – short video

## EXPERIENCE HIGHLIGHTS

### Film and Production

Muhlenberg College, Film Studies program September 20XX – May 20XX

- Casted, directed, and co-produced film and video projects. Planned, organized, and budgeted film shoots.
- Wrote and rewrote scenes, treatments, and portions of scripts. Located and secured approval for scene locations.
- Coordinated daily communication with cast and technical crew.
- Provided input for final picture and sound edit.

### Other Work Experience

Bistro 718, Long Island City, NY

August 20XX – present

#### *Waiter, Bartender*

- Greet guests and provide quality customer service in fast-paced environment.
- Communicate with staff and customers to ensure exemplary service.
- Maintain a safe and clean food service environment.

Fort Tottenburg Pool, Bayside, NY

June 20XX – August 20XX

#### *Lifeguard*

- Guarded the lives of patrons with daily occupancy approximately 700.
- Supervised and directed use of pool equipment.
- Interacted with members of the public and responded to inquiries and complaints.

## CAMPUS & COMMUNITY ACTIVITIES

Muhlenberg Film Association, Muhlenberg Comedy Association, AIDS Walk, Race for the Cure

## SKILLS

Adobe Premiere, Final Cut Pro X, StudioBinder preproduction software, Microsoft Office, various Nikon Digital cameras, Panasonic Digital cameras, 16 mm ARRIFLEX, Sony HD cameras