

Rachel Zilaitis

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Profile

Rachel Zilaitis has a strong passion for providing high quality media content. Rachel has three years of media experience, including two years in children's television. Rachel has been a part of several media organizations, including Sesame Workshop, WHYY (a PBS affiliate), Seminole Productions, and Children's Media Association in New York City. Rachel graduated summa cum laude from Florida State University's School of Communication with a B.A. in Mass Media Studies in 2009. In 2008, with an episode of *Arthur* as its springboard, she published a web article for parents on preparing their children for school. She has also taught an introductory Communication course for freshmen in their first semester at FSU. In 2005, Rachel was awarded a Bright Futures Scholarship upon completion of high school. With a drive for producing excellent work, she is eager to begin the next chapter of her career in Los Angeles.

Skills

Project Management

Created timelines, budgets, and presentations, monitored progress, tracked deliverables, scheduled conferences, organized materials

Content Management

Aided in website development, updated platform content, categorized tape library and project files, burned DVDs

Presentations and Reports

Utilized PowerPoint, Excel, and Word to build decks and documents, prepared deliverables, communicated meeting highlights, web research

Branding/Promotions

Collaborated with Marketing team to re-introduce *The Electric Company*, distributed promotional materials, provided video clips

Event Management

Coordinated travel and transportation, assembled staff, trafficked supplies to producers and crew, planned catering

Media Experience

Executive/Personal Assistant to Project Director of *The Electric Company* Sesame Workshop New York, NY 2009-

Maintained all aspects of general office coordination and scheduling. Arranged transportation and travel preparations for staff and completed expense reports. Created presentations, budgets, project timelines/calendars, and various charts for executives. Recorded meeting minutes and communicated highlights to team. Aided in development of Broadband's website including updating platform content, ingesting video, XML coding, and researching content. Reviewed and responded to viewer mail. Prepared Corporation for Public Broadcasting deliverables, correspondence, faxing, and shipping.

Special Projects Production Intern, Sesame Workshop New York, NY 2009

Handled pre-production planning (i.e. trafficking script drafts, schedules, contact lists, rundowns, and other materials to producers and crew) and daily tasks (dubs, tape library files, expense reports, budget sheets, mailing etc.). Production assistant on the Sesame Street set for two PBS Primetime Specials and for the annual Sesame Workshop Gala.

Children's Service Intern, WHYY Philadelphia, PA 2008

Conducted research for the Children's Service Department and assisted with Civic Space events, including the "In the Spirit of Family" panel discussion series, city festivals, photos shoots, and general office duties.

Crew Member, Seminole Productions Tallahassee, FL 2007-2008

Camera operator for live sporting events at Florida State University. Ran the edicol system, playing advertisements and audience cues during games. Researched statistics on teams for directors, updated scores, monitored audio, and aided with web-streaming.

Education

Florida State University, Tallahassee, FL — Bachelor of Arts in Mass Media Studies, 2009

Software

Highly skilled in Microsoft Office and Adobe Reader. Working knowledge of Final Cut, Avid, and iWork.