

Javier Caballero

Multimedia Specialist

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PROFESSIONAL EXPERIENCE

Multimedia Specialist (2016-Present)

Collaborative Solutions for Communities (Washington DC)

Leader on graphic design, video and photography projects for a non-profit organization that helps families and communities through support services, workforce development and youth engagement

- Promoted organization programs and events through videos, photography, social media and community outreach
- Designed print and digital materials using various graphic design applications
- Recorded and documented events to fulfill government grant requirements
- Organized community workshops, program events, and community outreach events.

Intern (2015)

Collaborative Solutions for Communities (Washington DC)

Completed an eight-month internship which involved event photography, video editing and community outreach

- Produced a video as part of a grant submission within a tight deadline
- Developed and improved videography, photography and marketing skills by working on specific projects
- Performed basic technical support by setting up, installing and troubleshooting various equipment

Intern (2015)

Fenton Communications (Washington DC)

Completed a three-month internship for a public relations agency which involved data entry, filing, IT admin and IT technical support

- Created an organizational system for filing and tracking 20 years of company invoices and equipment.
- Facilitated installation of computer equipment

EDUCATION

Bachelor of Arts in Communication (2017)

Minor: Information Technology
Marymount University (Arlington)

SKILLS

Video Production (Videography, Editing)

Photography (Event, Portrait, Landscape)

Graphic Design (Print Media, Adobe Suite: Premiere, Photoshop, Indesign, Illustrator, AfterEffects)

Marketing (Social Media, Public Outreach, Procurement)

Event Planning

Project Management

Verbal and Written Communication

Fluent in English (Native), Spanish (Fluent)

RELEVANT COURSEWORK

Media Design

Photography and Video Production

Marketing

Public Relations

Communication Studies