

# Devon Archer

[heydevon@gmail.com](mailto:heydevon@gmail.com) • (435) 256-1723  
[LinkedIn URL](#) • Utah, US

## Video Editor/Animator

Highly competent, dynamic, and results-oriented certified professional with extensive experience executing video editing projects in alignment with time and budget restrictions. Adept at assisting in creation of short-form digital, social, and mini-doc style videos as well as building motion graphic templates for individual ad platforms and brands. Proven track record of editing existing footage into compelling content in collaboration with strategy team through multiple rounds of revisions. Strategic leader; instrumental in initiating work and collaborating with internal teams to develop best assets possible in efficient manner. Possess high level of proficiency in video editing software particularly Adobe Premiere. Articulate communicator with ability to foster positive and professional relationships with key stakeholders and managerial staff at all levels.

## Areas of Expertise

- ◆ Project Management
- ◆ Video Editing & Merging
- ◆ Regulatory Compliance
- ◆ Graphic Designing
- ◆ Team Leadership & Training
- ◆ Forecasting & Budgeting
- ◆ Strategic Planning & Execution
- ◆ Cross-functional Collaboration
- ◆ Interpersonal Communication
- ◆ User Experience Design
- ◆ Content Management
- ◆ Relationship Building

## Professional Experience

### Wedding Cam | St George, United States CEO | Manager – Video Editor

2020 – Present

Serve as manager/video editor for self-owned business, while taking brief to grasp production team's needs and specifications. Trim footage segments and put together sequence of film. Input music, dialogues, graphics, and effects along with creating rough and final cuts. Consult with stakeholders from production to post-production process as well as continuously discover and implement advanced editing technologies and industry's best practices to maximize efficiency and ensure seamless operational workflow. Manage and oversee all technical aspects of video recording and editing, including coordinating with customers to assess needs and propose optimal solutions. Design, create, and monitor promotional approaches to increase sales and profit levels at all times.

- Significantly enhanced operational efficiency and productivity by managing budgets, accounts and costs, while collaborating effectively with diverse team members.
- Designed high-end wedding video content for website by thoroughly focusing on ongoing trends and preferences of clients altogether.

### Caption Call | St George, United States Captioning Agent

2018 – 2019

Ensured captioning meets legal requirements, including identifying speakers in video, music playing in background, and using proper grammar/spellings. Performed routinely quality control checks on captioning such as verifying accuracy of captions against transcripts and timecodes. Created edited, and revised video captions to ensure increased accuracy by managing synchronization with audio track. Reviewed video submissions for completeness, including transcripts, translations, and audio descriptions. Maintained captioning equipment and software to ensure high quality captions and simultaneously scheduled captioning projects by reviewing transcriptions and audio files.

- Successfully maintained high level of dictation speed and accuracy along with strict consumer confidentiality throughout the role.
- Delivered top-notch customer service by dictating/captioning variety of conversational topics verbatim and conducting transcription for legal proceedings, public service events and corporate meetings.

Delivered edits with variety of camera angles, titles, graphics, audio, and special effects as well as trimmed shots, edited content, and evaluated sequences for tempo, entertainment value, and continuity. Collected data from camera media, converted video and audio files as well as managed file backups in digital asset management system to organize assets accordingly. Exported final cuts were and uploaded to client platforms/content management systems in within set time frames. Developed and controlled storyboards, post-production editing, and final delivery formats. Created cohesive final result by combining varying amounts of footage and choosing finest possible fusion of acting, pacing, and sequencing to communicate plot. Oversaw and managed voiceover along with commentary to improve and enhance scenes following supervision of top-tier graphics, sound, music mix, and color grading for digital release.

- Increased and achieved revenue growth from 30K in first year to 305K in 3 years by efficiently and successfully managing Taxi USA business and maintaining adherence with safety and regulatory protocols.

## Career Note

Planned concepts by studying relevant information and materials, while illustrating concepts by designing examples of art arrangement, size, type size/style, and submitting for approval. Prepared finished art by operating necessary equipment and software. Coordinated with outside agencies, art services, web designer, marketing, printers, and colleagues as required and necessary. Contributed to team efforts by accomplishing tasks as needed. Communicated with clients regarding appropriate layout and design. Created wide range of graphics and layouts for product illustrations, company logos, and websites with software, including photoshop. Created original artwork for print materials, brochures, banners, and signs. Coordinated with clients to collect and define requirements, define scopes, and manage project milestones. Utilized design fundamentals to choose typography, composition, layout, and color.

- Created innovative digital displays for local businesses to use in online advertising along with managing display, marketing, and packaging materials to support product branding strategies.

## Additional Experience

**Music Producer** at I - Edge Media | St George, United States

**Dispatch Manager** at Taxi Usa | St George, United States

## Licenses & Certifications

**Certificate, Remote Work Workshop**

Utah State University, Logan, UT

**Certificate in Marketing Analytics | Marketing Analytics (2022)**

Coursera, Remote

**Professional Certificate | Google UX Designer Professional Certificate Course**

Coursera, Remote

## Technical Proficiencies

Photoshop | Premiere Pro | Logic Pro | After Effects | Blender | Adobe 3D Design | Marketing Analytics | UX Design | Blender