



Editor/DIT/Administrative Assistant/Director/Teaching Artist

Mobile: 202-807-8504 | Andresaleponce@gmail.com | Los Angeles, CA

Qualifications Summary:

- Efficient Administrative Assistant with experience scheduling, answering emails, and handling important administrative tasks.
- Experienced Assistant Director with experience assisting in a production with a cast and crew of over one-hundred people.
- Energetic Teaching Artist with education experience on tour, at DCPS, and throughout Maryland and Virginia.
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook) and Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop). Type 75 WPM.
- Proficient Editor using Premiere Pro and After Effects for platforms like Twitch and YouTube.

Professional Experience:

Smithsonian Associates, Washington, D.C.

Editor/Digital Imaging Technician/Assistant Director/ Teaching Artist, 2017-present

- Key contributor to filming of "Hear Me Say My Name" and "Seasons of Light"
- Trained under Salvador Bolevard and Kelly Gardner as a Digital Imaging Technician
- Trained under "Creative Curriculum" and "Tools of Discovery" education programs

Imagination Stage, Bethesda, MD

- Teaching artist for Imagination Stage's "Oyeme" class for recent refugee high school students at Watkins Mill HS in Gaithersburg, MD.

Adventure Theatre MTC, Rockville, MD

Editor/Director/Teaching Artist, 2019-present

- Main Editor for "Streamathon" and educational programming
- Teaching Artist for ATMTTC's "Sing, Dance, Act!" class
- Director of 2019 Summer Musical Theatre Workshop

Education:

James Madison University, Harrisonburg, VA

Theatre and Dance (Musical Theatre), 2012-2017

Smithsonian Associates, Washington, D.C.

Tools of Discovery/ Creative Tools for Teaching, 2017

Special Skills

Bilingual (Spanish), Stunts (Stair Fall, Firearms, Car Hit, Wire Work, Underwater Combat, and Flame Suit), Tumbling (Back Tuck, Back Handspring, Aerial), Parkour (Kip, Vault, Cat Leap, Swing Through), Tae Kwon Do, Driver's license, Experienced Big Brother, Rubik's Cube Nerd