

Diane Lee

Tel: (778) 229 8398 / Diane.Lee99@hotmail.com

Objective

Highly motivated to secure a position in the industry. Fast learner and hard worker with a keen eye for detail and strong command of writing and visual storytelling.

Technical Skills

Software

- ◆ Final Draft
- ◆ Adobe Premiere Pro
- ◆ Microsoft Word
- ◆ Microsoft PowerPoint
- ◆ Adobe After Effects
- ◆ Microsoft Excel

On Set Equipment

- ◆ Cameras: Canon EOS 7D, Panasonic Video Camera HPX170, Canon T3I
- ◆ Grip Equipment: C-stands, Baby stands, Tripods, Sandbags, Apple boxes
- ◆ Microphones: Wireless Lavs, ME 63 & 66 Boom Mic, Zoom H5 Handy Recorder

Student Film Accomplishments

“Free Gift”

Short Film
August 2016

Director: Hilton Villanueva

Role: Producer

*Selected for the Canadian Diversity Film Festival

“Blind Witness”

Short Film
November 2016

Director: Hilton Villanueva

Role: Producer, Script Advisor

“Going Home”

Short Film
November 2016

Director: Kris Hellstrom

Role: Script Supervisor

Education

LaSalle College Vancouver

Digital Film and Video Diploma 2017

*Achieved Honour Roll in Quarter 1, 2, and 3, 2015-2016

VANCOUVER COMMUNITY COLLEGE – Vancouver, BC

Certified Dental Assisting Program 2009

Licensed as a Certified Dental Assistant within British Columbia

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Professional Work Experience

Background Actor

Inspirational Agency 2015 - Present

* Worked on set on Arrow, Romeo Section, Flash, Dirk Gently: Holistic Detective, Wayward Pines, Girlfriend's Guide to Divorce

Certified Dental Assistant

Dr. Frank Lau 2013-2015

* Responsible for maintaining sanitary conditions of both instruments and rooms, inventory, greeting and scheduling patients, assisting with various dental procedures

Facility Staff

Nikkei Community Centre

* Responsible for various janitorial duties, preparing venues and rooms for various events (classes, weddings, fairs, etc.)