

DANIEL JAMES HIGGINS

1 RICHDALE AVENUE, CAMBRIDGE, M.A. 02140

339.206.8082 | DANIELJAMESFILMS@ALUMNI.UPENN.EDU

Education:

- University of Pennsylvania: Philadelphia, Bachelor's Degree: 2011
- Xaverian Brothers High School, Westwood, Diploma: 2007

Professional Experience:

Hunt's Photo and Video: Photo and Video Sales Consultant: 2019-2020

- Managed professional sales, digital image, and customer service through selling photo, video, and digital cameras and equipment to customers, in addition to troubleshooting technical based issues. Formatted, edited, and printed digital image layouts with Adobe applications to meet the needs of clients.
- Required a strong background in audiovisual, photography, film, video, and related fields required in order to assist clients.
- Maintained excellent punctuality. Remained dependable, and paid attention to detail, excellent with time management.

Mass General Brigham Healthcare, Harvard University Affiliate: Video Conference Engineer: 2018-2019

- Assisted clinical, educational, and administrative teams in support of their digital media needs at numerous sites and hospitals throughout Boston.
- Maintained equipment and project inventories, updated database management, and assisted in HTML5 web design ensuring graphics, designs, and layouts were templated, formatted, and published properly to meet final product presentation expectations.
- Conducted information technology, video, audio production, webinar, and live/on-demand web streaming services for faculty, doctors, nurses, and staff on media projects.

Harvard University Media Technician: 2017-2018

- Practiced excellent customer service skills while providing technical audiovisual and information technology support directly with faculty, staff, students in classrooms and event spaces throughout the Faculty of Arts and Sciences campus.
- Managed all inventory of audiovisual and camera equipment for Harvard College Media and Technology Services.
- Recorded audio and video production and assisted with post production processes, excellent with live event capturing including Harvard University end-of-year commencement ceremonies.

Harvard Kennedy School: Communications Intern: 2013-2014

- Maintained responsibilities for shooting and editing video content in addition to managing and organizing digital photography inventory for Harvard University's Belfer Center for Science and International Relations.

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- Fulfilled office and administrative tasks for media projects while providing technology consultation.

University of Pennsylvania Graduate School of Education: Video Editor, Equipment Manager: 2010-2012

- Developed expertise as classroom, interview, and live video content producer and post production editor for the Information Technology Department.
- Managed inventory and troubleshooting of all audiovisual, camera, and media equipment for the Department of Education.

Additional Experience:

Daniel James Films: Non Profit Content Creator: 2008-2020

- Created content in the field of audiovisual and information technology to support charities throughout the world.
- Managed client relationships with business associates and partners, licensing, and contracts.

Skills:

- Publishing and Marketing, Information Technology, Technical Support, Audiovisual, Communications, Media, Inventory and Database Management, Content Creation, Videoconferencing, Photography, Video Editing, Photo Digital Image and Video Production, Graphics, Audio and Sound Engineering, Equipment Management, Office and Administrative Assistance, Technology Consulting, Web Design, Customer Service
- HTML5, Microsoft Office, Adobe Creative Cloud, Final Cut Pro, Mac and Windows Operating Systems, Cameras (all lines: DSLR and ENG), Lenses and Audiovisual Equipment

Certifications:

- Google Information Technology Certification, Google: (2020)
- Audiovisual Essentials, Harvard University, Avixa: (2018)
- Managing Teams, Thinking Like a Leader, Customer Service, Effective Listening, Photoshop CS6, Final Cut Pro X10.1, Harvard University: (2018)
- The Technology of Music Production, Berklee College of Music: (2018)

Volunteer:

- **Boston Cares**
Actively volunteering with Boston Cares, the largest volunteer agency in New England, filling more than 25,000 volunteer spots in schools, non-profit agencies, and programs. "We believe volunteers transform communities through service and civic engagement."