

Katie Diaz

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EDUCATION

Columbia College Chicago (Chicago, IL) Expected Graduation: May 2026
BFA in Film & Television, *Concentration in Editing and Post-Production* GPA: 4.0
Deans Scholarship, Faculty Recognition Award, Columbia Scholar Award

WORK EXPERIENCE

Columbia College Post-Production Center (Chicago, IL) Jan 2024 – Present
Facility Technician

- Assisting students with Premiere Pro and Avid Media Composer, answering any software and picture editing questions that may come up during their edit and learning process

Modern Post (New York, NY) June 2025 – Aug 2025
Intern

- Assisted Vault Managers when able, performing miscellaneous tasks such as creating transcodes and uploading masters to WireDrive
- Researched and cataloged donation drives and restaurants, effectively displaying clean and concise information
- Consistently provided an organized space for clients by performing routine sweeps around the office for restocks and waste

Work Editorial (New York, NY) May 2025 – Aug 2025
Post-Production Assistant, Contract

- Managed incoming and going hard drives through FarmersWife
- Facilitated meal orders for over 20 clients and staff by making sure everyone was accounted for, and orders were placed in a timely manner
- Responsible for front desk operations such as greeting clients, answering the phone, and taking care of packages
- Shadowed professionals in roles such as Senior Editor, Cutting Assistant, and Assistant Editor

Debra's Natural Gourmet (Concord, MA) Aug 2019 – Aug 2022
Kitchen Assistant

- Responsible for front of house and served around 30 customers hourly providing excellent service by utilizing communication skills developed over 3 years

LEADERSHIP EXPERIENCE

Editors Guild of Columbia (Chicago, IL) September 2024 – Present
Vice President, Treasurer

Outdoors Club (Chicago, IL) November 2023 – Present
Treasurer, Student Organization Council Representative

SKILLS

Professional: Detail-Oriented, Organized, Strong Communicator, Collaborator, Problem Solver
Technical: Premiere Pro, Avid Media Composer, After Effects, DaVinci Resolve, Slack, Office 365