

# PORTIA BOCAGE

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## EXPERIENCE

**TCGT Entertainment**  
MA)

May 2022- July 2022 (Boston,

*Production assistant/Line Producer (remote)*

- Prepared Script breakdowns
- Prepared the film deck
- Prepared the film budget

**Blindlight LLC.**

Aug 2021- Dec 2021 (LA, CA)

*Development Intern (remote)*

- Prepared scripts for recording sessions
- Prepared session contracts and paperwork
- Maintained project records; online research tasks

**Generations CinemaStories**

Aug 2021- Dec 2021 (LA, CA)

*Production Assistant (remote)*

- Edited mini videos
- Animated new logo
- Branded and marketed on social media

**Nikki Levy,**

2020-2021 (Boston, MA)

*Production Intern (remote)*

- Researched guests for *Don't Tell My Mother* podcast and included past interviews
- Developed social media strategies.
- Managed Excel spreadsheets that compared other podcasts to *Don't tell my mother*

**Federal Reserve Bank,**

2016-2019 (Boston, MA)

Audio/Video Production Intern

- Shot and produced mini videos
- Filmed interviews and seminars
- Worked with Microsoft Word, PowerPoint and Excel.

## EDUCATION

**Emerson College**

Dec 2021

*B.A. Visual Media Arts*

**Bunker Hill Community College**

May 2018

Dual enrollment

## SKILLS

Adobe Premiere Pro, Photoshop, Illustrator, After Effects, Audition, Experienced with both MAC and PC operating systems, 2017 OSHA 10 General Industry Certification, Vocational Certification in Radio and Television Production.

## LANGUAGES

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English and Fluent American Sign Language