

**ANTHONY L. BORTON** | 2330 Hoagland Avenue, Fort Wayne, IN 46807  
e: bortony924@hotmail.com | t: 260.444.1399

## P R O F E S S I O N A L   E X P E R I E N C E

### **Becker Professional Education (a subsidiary of DeVry, Inc.) | Northridge, CA**

*Software Reviewer/Tester* | July 2008 – present

Review CD-ROM course materials and software at various stages of testing prior to their release. Generate reports denoting errors and issues with content and functionality. Create and update testing SOPs (documentation for review procedures), and develop training materials for QA team. Select, interview, and train prospective QA testers for all levels/types of testing.

### **Badland Corporation | Sherman Oaks, CA**

*Assistant Editor / Graphic Designer* | January 2006 – July 2008

Assisted Editor and designed titles for feature film **Badland**. Edited teaser for online and theatrical viewing. Edited video inserts for feature. Created one-sheet poster and other graphics for print. Edited all “Behind-the-Scenes” extras for DVD release.

### **Becker Professional Review (a subsidiary of DeVry, Inc.) | Northridge, CA**

*Video/Audio Editor* | September 2004 – November 2006

Captured, edited and compressed video clips for CD-ROM and online course material. Captured and edited audio files for use in Flash animation. Created motion graphics and titles as needed. Maintained equipment and resolved technical issues. Researched and developed budget for new hardware and software. Created departmental SOP (‘How-To’ manual).

### **Montana Edit | Santa Monica, CA**

*General Manager* | July 2001 – June 2004

Coordinated all aspects of training—including scheduling classes and instructors. Managed equipment rentals, deliveries and returns. Maintained equipment and resolved technical issues. Registered new companies for training. Interfaced with governmental entities for retraining/job development administration. Tracked expenses and completed reports

### **M. H. Segan & Company | New York, NY**

*Executive Assistant to the President* | February 1998 – March 2001

Provided all administrative support to president. Coordinated meetings and travel. Liaised and negotiated with licensors and other contacts. Researched and made follow-up calls to relay information as needed. Reconciled purchase orders and invoices. Completed expense reports. Trained new administrative staff.

## A D D I T I O N A L   E X P E R I E N C E

### **The NFL Network | Culver City, CA | Editor (freelance) | Aug. 2007 – Jan. 2008**

Edited games, highlights, press interviews, etc. for inclusion in network broadcasts.

### **The First 100 Years: The Berman Legacy | Palm Springs, CA | Editor | 2007 – 2008**

Ingested and re-edited family archival footage in various formats from 1943 to today. Created graphics, titles and menus as needed. Final projects authored to DVD.

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**Pearson Education | Santa Monica, CA | Editor (freelance) | 2004 – 2007**  
Edited and finished 2-camera shoots for LessonLab educational CD-ROM & web content.

**Norwalk Community College | Norwalk, CT | Editor / Production Coordinator | May 2005**  
Coordinated one-day multi-camera video shoot of CyberSecurity conference. Edited and finished a series of six presentations. Authored all presentations to DVD.

***The Civilization of Maxwell Bright* | Key Grip | 2001 | Written & Directed by David Beard**  
Feature film starring Patrick Warburton, Eric Roberts, Jennifer Tilly and Carol Kane.

**Fromage Film | Editor (freelance) | 2001 – present**  
Edited & finished numerous other projects—including music videos, TV segments, short films, commercials and documentaries. Samples can be viewed at: [www.fromagefilm.com](http://www.fromagefilm.com).

**L.A. County Registrar-Recorder & City of L.A. Election Division | Los Angeles, CA**  
*Inspector for General and Special Elections* | 2004 – present  
Coordinate polling place set-up. Pick up and deliver election materials & ballots. Manage teams of 3-7 election clerks on Election Day. Resolve eligibility and procedural issues when possible.

## E D U C A T I O N A L   B A C K G R O U N D

**Keller Graduate School of Management | Sherman Oaks, CA**

- Master of Project Management, 2009 - Present
- Certificate of Project Management, 2009

**New York University (in France) | New York, NY / Paris, France**

- Master of Arts in French literature, 1997

**University of Chicago | Chicago, IL**

- Bachelor of Arts in French, 1996

**University of Paris X, Nanterre | Paris, France, 1994-95**

## T E C H N I C A L   P R O F I C I E N C Y

**Platforms** | Mac OS X, Microsoft Windows 2000, XP

**Applications** | Microsoft Office, Microsoft Project, Adobe Photoshop, Apple Final Cut Pro, Avid Media Composer, Adobe After Effects, Media Cleaner Pro, DVD Studio Pro, Frame Forge 3D, Pro Tools, Sorenson Squeeze, Hypersnap, various FTP clients