

SOPHIE LAM

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EDUCATION

Columbia University Teachers College, NYC
Ed.D in Communication, expected 2012

The New School, NYC
M.A. in Media Studies, 2008

Columbia University, NYC
B.A. in Film Studies, Graduated *cum laude*, 2004

Phillips Academy Andover, Andover, MA
High School Diploma, 2000

Boston University Institute for Film, Television, and Radio Production, Boston, MA
Summer Program in 16mm filmmaking and digital video, 1999

PROFESSIONAL EXPERIENCE

[web production & graphic design]

Online Production & Layout Associate, Kay MultiMedia, NYC (freelance)

Created and updated websites for Kay MultiMedia, a creative services studio; assisted with graphic design, layout and content management needs; produced Flash animations for various client websites; provided extensive photo retouching services.

Online Producer/Digital Media Associate, Lower Manhattan Cultural Council, NYC (freelance)

Created and updated web pages and e-newsletters for Lower Manhattan Cultural Council, an arts and grantmaking organization; designed banners and graphics for LMCC's website; created signage; filmed *Sitelines*, a site-specific performance series; filmed *Poet & Pints*, a series of readings in downtown NYC with renowned poets; assisted with audio podcasting, video and Web post-production needs; compiled Flash photo slideshows and multimedia presentations for marketing and outreach departments.

Graphic Designer, Ladies Lotto, NYC (freelance)

Designed promotional materials, including HTML newsletters and flyers for Ladies Lotto, an online community and international network of professional women in the creative industries with chapters in NYC, LA, Chicago, San Francisco, and other major cities. Sent online newsletter to thousands of e-mail recipients via Constant Contact.

Program Assistant, JS&R Group/National Child Labor Committee, NYC (freelance)

Provided art editorial and research support for JS&R Group, a strategic consulting company to not-for-profit organizations; assisted with the planning and execution of the 21st and 22nd annual Lewis Hine Awards, a national award presented to ten individuals in the US for exceptional service work with children and youth; interviewed references, including mayors and governors of various states, for fact-checking purposes; drafted reports on semifinalists based on interviews; organized database for Lewis Hine Award alumnae/i

[film & video]

Print Traffic Coordinator/Publicity Assistant, Film Forum, NYC (2006-2007)

Edited print publicity materials and web content; managed display cases in theater; worked closely with actors and filmmakers in preparation for special events; designed signage for theater; maintained film grosses database, mailing list spreadsheets and film print database; coordinated shipping and receiving of deliverables, including rare film prints, archival materials, and projection equipment.

Production Office Coordinator, Lumiere Productions, NYC (2003-2005)

Managed small-staff documentary production company in high-intensity work environment. Conducted development and archival research for a two hour film profiling independent journalists in Mexico, the United States of America, Nigeria, Russia and Afghanistan; coordinated creation and distribution of publicity materials; catalogued archival materials; contacted archival companies and negotiated licensing agreements; assisted company president and vice-president in grant-writing, bookkeeping and hiring interns; acted as production assistant on local NYC shoots; coordinated post-production schedule; supervised transcription process.

[Instruction]

Teaching Assistant, New Media Ethics, New School University, NYC, (2008)

Conducted discussions on issues facing media professionals such as online plagiarism, library surveillance, netiquette, and online social network ethics; prepared study guides on intellectual property rights and transformations in digital copyright law and practice.

Foreign Language Teacher, Nankai University, Tianjin, China, (2005-2006)

Created language and cultural studies curriculum using multimedia, Web and textbook resources for professors and M.B.A students at one of China's top-tier universities; taught advanced conversational and business English; facilitated discussions at the university on topics such as health, gender, economic and education concerns facing the United States of America and China.

TECHNICAL SKILLS & LANGUAGE ABILITY

Mac and PC platforms, Final Cut Pro, Adobe CS3 Creative Suite, basic Flash (AS 3), FileMaker Pro, PowerPoint/Pages, QuickBooks, Excel, HTML, CSS, basic Javascript, FTP software (including Fugu, Fetch & Cyberduck), digital videography, speaking fluency in Mandarin and proficiency in German

FILMOGRAPHY

Production Coordinator/Research

Democracy on Deadline: The Global Struggle for an Independent Press

Two hour film, Aired on PBS Independent Lens in 2006.

With God on Our Side: George W. Bush and the Rise of the Religious Right

Two hour film, Aired on Sundance Channel in 2004.

References Available Upon Request