

Andrea Nicole Ma

East Lansing, MI 48823

Phone Number: (517) 897-7287

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PORTFOLIO LINK

- <https://andreanicolema.myportfolio.com/>

EDUCATION

Michigan State University - East Lansing, MI | Bachelor of Arts

Film Studies, 05/2021

- **Minored** in Philosophy & Fiction-Filmmaking
- **Dean's List** - Spring 2017, Fall 2019, Spring 2020, Fall 2020 & Spring 2021
- **Print Photographer** of **VIM Magazine**, one of the leading College Fashion Magazine in America (Spring 2017 to Fall 2019)
- Member of Michigan State University Outdoors Club
- Member of IMPACT Radio at Michigan State University

South Island School – Hong Kong, SAR

- IB Diploma (2016)

SKILLS

LANGUAGE SKILLS

- Highly Proficient in English
- Highly Proficient in Mandarin
- Proficient in Cantonese
- Intermediate Proficiency in French
- Currently learning Spanish

SOFTWARE SKILLS

- Adobe Photoshop & Lightroom
- Adobe Premiere
- MS PowerPoint
- MS Excel
- MS Word
- Studio Binder

FILM & PHOTO SET SKILLS

- Story idea generation
- Lighting expertise
- Studio lighting
- Pre-production skills
- Organization and Time management
- Task Prioritization
- Directing experience
- Pre-Production Planning
- Staging shots
- Preparing sets
- Still frame content shots
- Performance improvement
- Adaptable to any location or situation
- Flexible in terms of availability

FILM PROJECTS

Director

- Varnish (2021) – 33 Minute Short Film for Michigan State University's Senior Thesis Film
- Eifert Rd (2019) – Short Film
- Gunson Killings (2019) – Short Film (Was also Writer, DP & Producer)
- 'Lokum' (Turkish Delight) (2019) – Short Film (Was also Writer, DP & Producer)
- Forever Smiling (2019-2020) – Short Film (Was also Writer, DP & Producer)
- '会者定離' (Meeting People Always Separated) (2020) – Short Film Film (Was also Writer, DP & Producer)

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DP/Cinematographer

- *Unknown Name* – A Feature Film by Jazzy Tam Productions, currently being filmed
- *Lord of Leaves* (2019) – Short Film
- *& The Fly* (2021) – Short Film

EXPERIENCE HISTORY

DIRECTOR OF PHOTOGRAPHY | 02/2020 to 05/2021

VIM Magazine - East Lansing, MI

- Managed team of 17 photo editors and provided constructive feedback on projects to improve quality.
- Participated in studio intake sessions to maximize success of shoots and sets.
- Collaborated with the Women's, Men's, Creative Beauty & Lifestyle team, consulted on set design, layout and lighting for optimal quality of products, enhancing the theme of the photoshoot.
- Conducted meetings with staff to discuss production progress and to attain production objectives.
- Identified and approved equipment and elements required for productions.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.

EVENT PHOTOGRAPHER | 09/2019 to 09/2020

Impact Radio - East Lansing, MI

- Completed complex photo shoots involving large-scale performances at indoor and outdoor venues.
- Experimented with different lighting effects to deliver unique images utilized on Social Media
- Photographed high-quality images for both print and internet distribution.
- Edited, toned, captioned and uploaded photographs for news publications.
- Worked under pressure during high capacity events [Concerts] and maintained stability with equipment in hand.

HR INTERN | 08/2015 to 11/2015

YGM - Hong Kong, China

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment related events.
- Developed strong written and verbal communication skills.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Took messages and provided information about company processes, hours and requirements.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

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CREATIVE TEAM DIRECTOR | 08/2015 to 11/2015

Night Fest – Hong Kong, China

- In charge of creating marketing products, selecting creative personnel to provide entertainment for the multiple nights of the annual Night Festival at South Island School.
- Worked with other directors to discuss budgeting and methods of promoting event.

VOLUNTEER EXPERIENCE

Harmony in Action - Windsor, Canada | 06/2015 to 08/2015

Harmony in Action is a local community organisation that helps enrich the lives of adults living with developmental and/or physical challenges, by providing opportunities to succeed.

- Helped supervise over 10 individuals when day trips occurred
- Helped with daily actions, such as eating and taught how to converse in certain ways
- Memorized everything that was needed for each individual throughout my supervision

Hong Kong, India, Nepal & Paris | 09/2013 to 08/2016

- Assisted alongside others, English was taught to kids in rural villages who wanted to learn
- Worked in a team to help clear and build a suitable learning environment for rural village children to learn.

REFERENCES

- Available upon request