

# JOSELIN VILLATORO

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## Education

### University of Florida

BS in Media Production, Management & Technology  
AI Certificate from The Herbert Wertheim College of Engineering  
Magna Cum Laude

### Palm Beach State College

Associates Degree in Film Production and Theatre  
Summa Cum Laude

## Relevant Coursework

\*for examples of work,  
please visit [josselinv.com](http://josselinv.com)

## Professional Experience

### Narrative Collaborative Filmmaking

- Cinematographer for Invidia, a short film produced within this course. Has currently been selected and awarded at multiple film festivals
- held multiple positions of an industry standard film set and produce three 7-9 minute short films.

### Cinematography

- Refined knowledge on cameras, different focal lengths, lens, lighting, and lighting equipment.
- Directed a short film, The End, implementing techniques taught.

### Screenwriting & Producing

- Fundamentals of screenwriting from formatting to story arcs
- Understand how to properly budget and schedule through industry standard Movie Magic Software

### Video Editing

- lead editor on multiple projects, including short films
- hands-on editing projects, sound capture to sound mix, and color correction/grading.

## additional skills

- Proficiency in Adobe Creative Suite (Photoshop; Indesign; Illustrator etc.)
- Bilingual in Spanish and English
- Proficiency in Microsoft Suite (Outlook, Excel, Word, Power-Point, etc.)
- Proficiency in Final Cut Pro and Adobe Premiere

### Admissions Officer | University of Florida

2025

- member of the Enrollment Management team. Led student assistants, met with students one on one about academic issues, and managed the internal files of all undergraduate students.
- assisted students in person and over the phone

### Administrative Assistant | TamCare Services

2021-2023

- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Arranging meetings and appointments. Note taking for company meetings. Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Data entry for reports and inspection forms.
- Answered incoming front desk calls.
- Maintaining job postings throughout multiple websites, and scheduling interviews with candidates.

### Owner | Online Seller on Etsy & Depop

2020-2021

- Answer and assist customers inquiries.
- Create designs for future potential products, photograph them, and market items on multiple online social media networks.
- Data entry, finances/ bookkeeping, accounting.
- Customer contact and marketing of business through email and social media.

### Office Assistant | Palm Beach State College, Office of Human Resources

2018

- Catalogued and scanned confidential employee files into digital system for classification.
- Assemble monthly packets for new employee onboarding.
- Updated files of employees using school-wide system.
- Receptionist at the front desk: assisted multiple people with various inquiries.
- Conducted onboarding presentations

## extra curriculars

### F.E.M Films University of Florida

- Assisted with organizing fundraising events
- Member of the filming crew for short films

### Chompics University of Florida

- Serving as Director of Photography in feature film "One of the Boys"
- Organized club meetings and production meetings