

Grace Dayton

Video Producer & Project Manger

765-661-6120
grace.dayton14@gmail.com
gracedaytonfilm.com
Indianapolis, IN

Passionate and hardworking media producer and project manager with over four years of experience in the media production industry and seven years of experience in digital storytelling. Seeking to apply my talents and experience to this position in your company.

Experience

Videographer and Editor August 2023 - Present

Ball State University Marketing and Communications

Performs all functions of a video production team: overseeing all audiovisual productions, operating cameras, conducting interviews and gathering b-roll, communicating with stakeholders, and collaborating with the Marketing and Communications division in strategy.

Video Project and Production Manager September 2022 - August 2023

Taylor University Undergraduate Enrollment and Marketing

Worked as a team of one to create, promote, and grow all undergraduate video marketing initiatives. Supervised a team of student workers and oversaw university video re-branding on YouTube.

Education

2018- 2022 Taylor University *Upland, IN*

B.A. Film and Media Production, Summa Cum Laude

Awards: NATAS Emmys: Producer, Arts and Entertainment; Producer, Non-Fiction 2020, Producer of the Year 2020-2021, Producer of the Year 2021-2022

Skills

Video Editing
Video Producing
Project Management
Organization
Time Management
Problem Solving
Communication
Budgeting and Scheduling

Software

Adobe Creative Suite
AVID Media Composer
ProTools
Trello, Notion, ClickUp,
and ActiveCollab
Google Ecosystem
Microsoft Office
YouTube

Certifications

**Google Project
Management 2025
AVID Media Composer
Certified Editor 2022
HubSpot Social Media 2022**