

MILLARD J. MOPERA

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Summary: **Administrative / Digital Media Outsource Specialist / Business Consultant**

EXPERIENCE

Administrative / Digital Media Outsource Specialist / Business Consultant

MindFireWall / BuzzFX LLC Outsourcing, Virginia Beach, VA

Dec 2021 – Present

--Ad Copy / Content Creation

--Budgeting

--Graphics

--Dynamic Video Presentations

--Web Development (Wordpress)

--SEO

--Brand/Marketing Strategy

Administrative / Content Developer

MindFireWall / BuzzFX, Virginia Beach, VA

Apr 2009 – Present

<https://mindfirewall.com>

<https://buzzfx.net>

--2 Lungs & A Liver of Darkness (streaming) (writer/producer/director/marketing)

--BUZZism: Series pre-visual trailer & press kit

--Developed "Mental Dimensional Theory" as part of brand/marketing outreach

--Devised "The Strategy" for the e*trade pro platform as part of brand/marketing outreach

--BUZZism: Beyond (novel)

--BUZZism: Sands of Winter (screenplay)

--BUZZism: Beyond (screenplay)

--BUZZism: Apocalypse (screenplay)

--BUZZism: Arknet (screenplay)

--mind inc (screenplay)

--Cypress Bough (screenplay)

--Web Development (WordPress)

Correspondent

Kantar TNS, Chesapeake, VA

Feb 2008 – Apr 2009

Leading global market research and market information group:

--Purchased/obtained media from publishers

--Maintained publication contacts/subscriptions/client contacts (Access)

--Prepared budget reports (Excel)

--Prepared and reviewed in-market representative payroll/compensation

--Hired/Managed in-market representatives for media obtainment

Administrative Associate & Advisory Board

Beach House, Virginia Beach, VA

Aug 2005 – Dec 2011

Mental health rehabilitation and recovery program based on the clubhouse model:

- Facilitator of publicity/marketing committee
- Wrote/visited with city, state and federal legislators
- Established marketing/media contacts and databases (Access)
- Developed press kit
- Prompted media coverage
- Contributed articles/columns as editor of monthly newsletter circulated nationally (Publisher)
- Internet committee consultant
- Computer tutor/consultant (Publisher, Word, Access, Outlook)
- Developed logo/motto
- Planned and coordinated functions and events including open house and in-public presentations
- Established internet/social media presence

Account Executive / Associate Producer

Ridini Entertainment Corporation, Los Angeles, CA

Nov 1997 – Nov 2002

- Press kit development
- Established media contacts
- Established avenues for merchandising and special promotions
- Followed up on special promotions
- Distributed press information/media content
- Planned/coordinated clientele functions and events
- Liaison between office and clientele, press/media and associates
- Established/coordinated media opportunities for clientele
- Maximized productivity and organization by developing, expanding/maintaining various press/media databases

Clientele include: US Olympic Committee, The NBC Agency, Amalgamated Dynamics, Inc., Weller Grossman (Wolfgang Puck), Anchor Bay Entertainment, Pacific Title & Art Studio, Pacific Title Archives

EDUCATION

California State University, Northridge

Bachelor of Arts, Film Production, Graduated with Honors

- Educational Equity Awards
- University Corporation Student Projects Grant
- Certificate of Merit, Chicago International Film Festival

San Bernardino Valley College

Associate of Arts, Broadcast Communications

- Honors Program/Honors in Sociology
- Who's Who Among Students in American Junior Colleges

--SBVC Memorial Scholarship
--California Community College Honor Scholarship Society
--Dean's List

SKILLS

Microsoft Excel, Microsoft Word, WordPress, Adobe Photoshop, Adobe Premiere, e*trade pro platform

<https://www.linkedin.com/in/buzzfx>

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