

# MARIKA BORGESON

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## PROFESSIONAL EXPERIENCE

**STUDIO COORDINATOR**, ARTIFACT DESIGN, LOS ANGELES, CA 2013-2014

Provided administrative support to the Executive Producer and studio staff, including maintaining multiple calendars, tracking/cataloguing client contacts, booking travel, managing shipping, arranging meetings and events (both on and off-site), and creating and maintaining tools for organizing freelance information. Generated, submitted, and tracked invoices and expense reports. Managed day-to-day office operations. Acted as first point of contact for clients and visitors.

**PUBLICITY DESIGNER**, SCREEN/SOCIETY AT DUKE UNIVERSITY, DURHAM, NC 2013

Produced promotional materials (web and print) for Screen/Society events, along with researching and organizing film and screening information. Content writer for flyers and organization website.

**TEACHING ASSISTANT**, PROGRAM IN ARTS OF THE MOVING IMAGE, DUKE UNIVERSITY, DURHAM, NC 2012-2013

Assisted with instruction and grading for multiple courses, including Editing for Film and Video, Experimental Filmmaking, Introduction to the Art of the Moving Image, and American Genre Films. Prepared presentation materials for lectures and served as the first point of contact for student correspondence and questions.

**VISITING ARTIST ASSISTANT**, MFA IN EXPERIMENTAL & DOCUMENTARY ARTS, DUKE UNIVERSITY, DURHAM, NC 2011

Maintained all social media related to the MFA, including a Wordpress based website, Twitter, Facebook, and Flickr accounts. Also assisted in the arrangement of travel (international and domestic) and accommodations for artists. Documented artists' visits for program archives.

**INSTRUCTOR (COMPUTER SKILLS)**, TALENT SEARCH AND UPWARD BOUND PROGRAM, SOUTHWESTERN INDIAN POLYTECHNIC INSTITUTE, ALBUQUERQUE, NM 2011

Taught computer skills to Native American high school students. Also mentored students working on photography and video projects.

**ASSISTANT DIRECTOR**, EXPERIMENTS IN CINEMA FILM FESTIVAL, ALBUQUERQUE, NM 2008-2011

Oversaw all administrative and technical aspects of the festival, including hard drive and print management. Created and implemented the timeline for the festival. Identified and coordinated multiple venues for the festival. Organized festival volunteers and workshops for community members and festival attendees.

**COMPUTER CLERK**, US DEPARTMENT OF INTERIOR, ASSISTANT SECRETARY-INDIAN AFFAIRS, OFFICE OF THE CHIEF INFORMATION OFFICER, DISASTER RECOVERY DIVISION, ALBUQUERQUE, NM 2004-2011

Provided administrative and technical support to multiple offices located at the Bureau of Indian Affairs' Albuquerque Campus. Created a database to track all physical and electronic records on site. Managed the storage and disposal of over 1,000 cubic feet of tribal and federal records containing sensitive information. Handled Freedom of Information Act requests by phone and email regarding the contents of records located on site.

## EDUCATION

**DUKE UNIVERSITY, DURHAM, NC** — MFA IN EXPERIMENTAL & DOCUMENTARY ARTS, 2013

**UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM** — BA IN MEDIA ARTS, 2010

**NEW YORK UNIVERSITY, NEW YORK, NY** — BM IN VOCAL PERFORMANCE, CUM LAUDE, 2005

## SKILLS

Proficient in MS Office, Quickbooks, Final Cut Pro, Adobe CS (Photoshop, Illustrator, Premiere), scheduling applications, and various project tracking software (Basecamp, Workamajig).