

LINDSEY KORTYKA

CONTACT

 Columbus, OH 43215

 6465815623

 lkortyka@gmail.com

SKILLS

- Microsoft Office
- Excel
- PowerPoint
- Canva
- Photoshop
- Adobe Suite
- Avid's MediaCentral Platform
- ENPS
- Citrix
- RelativityOne
- DISCO Ediscovery
- Epiq Discovery

CERTIFICATIONS

- Federal Bar License
- Ohio Bar License

VOLUNTEER WORK

- Assisted community members with expungement of nonviolent crimes
- Habitat for Humanity
- Montgomery County Animal Shelter law firm adoption event

Detail-oriented individual with exceptional communication and project management skills. Proven ability to handle multiple tasks effectively and efficiently in fast-paced environments. Recognized for taking proactive approach to identifying and addressing issues, with focus on optimizing processes and supporting team objectives.

WORK HISTORY

January 2024 - Current

Artificial Intelligence Editor *Outlier*

- **Enhance publication quality by proofreading and editing Artificial Intelligence responses for grammar, spelling, and consistency**
- **Promoted to most advanced reviewer based on entrance test results;**
- **Edit and write reports for over 50 Artificial Intelligence projects**

July 2019 - March 2023

Video Producer (Fill-In Segment Producer) *NBCUniversal*, New York, NY

- **Elevated overall video quality with meticulous attention to detail in all aspects of post-production, including color grading, sound design, and motion graphics integration.**
- **Enhanced video production quality by utilizing advanced editing techniques and innovative storytelling methods.**
- **Collaborated with cross-functional teams to produce compelling visual content, driving brand awareness and audience engagement.**
- **Managed capture and editing of video footage to monitor consistency.**

June 2017 - June 2019

News Producer *WBNS-10TV*, Columbus, OH

- **Reviewed and edited colleagues' scripts for improved flow and voice.**
- **Developed innovative ways to present complex information through concise storytelling techniques that captivated audiences' attention during broadcasts.**
- **Fixed and set teleprompter for effective anchor use.**
- **Edited social media including company website, X, and Facebook**
- **Wrote and edited shows for live air, often working overnight on my own or with one assistant**
- **Boothed live shows and managed breaking news responses (like setting up live hits for reporters)**
- **Called PIOs about breaking news to verify information for the website and television**

June 2012 - June 2016

Discovery Attorney *WilmerHale*, Dayton, OH

- **Researched and interpreted laws, rulings and regulations to advise clients on business and legal transactions.**
- **Developed strategies to resolve cases in client's best interest.**
- **Reviewed documents for Banking, Securities, Corporate and Foreign Privacy**

- Flew to Belgium to review documents for a Swiss privacy case
- Oversaw 20 attorneys in Boston, MA who were reviewing documents
- Received recognition from supervisors for excellent work
- Billed at the top billing tier every year of employment

June 2010 - November 2011

Legal Intern *The Office of Governor Strickland*, Columbus, OH

- Worked on commutation requests for prisoners on death row
- Achieved commutation for one prisoner by working with supervisor and obtaining approval from the governor
- Reviewed legal information and proofed documentation for errors.
- Performed legal and general research, drafting memoranda, and correspondence.

January 2010 - January 2011

Receptionist *Dean of the Ohio State Moritz College of Law*, Columbus, OH

- Monitored phones
- Handled intake of people with appointments with the dean
- Maintained office files

January 2004 - January 2007

Receptionist/Emergency Alarm Responder *Kendal at Oberlin Retirement Facility*

- Called 911 for alarms for entire campus
- Answered alarms, and called residents
- Handled filing
- Answered incoming phone calls

EDUCATION

May 2017

Master of Science Multimedia Journalism

Columbia University in The City of New York, New York, NY

- Learned how to edit video using Adobe Suite
- Wrote for a classroom beat

May 2011

J.D. Law

The Ohio State Moritz College of Law, Columbus, OH

January 2007

Bachelor of Arts Politics, Minors: Law & Society, English

Oberlin College, Oberlin, OH

INTERESTS

- Adventure Travel: Visited Jordan, Oman, Egypt, Dubai, Greece, Iceland, Finland, Spain, Mexico, Honduras, Guatemala, Belize, Canada, France, Croatia, Ireland, Aruba, The Bahamas, Jamaica, Turkey
- Lived in England for a Summer for law school credit through Oxford University
- Lived in Belgium while working on a Swiss Privacy case for WilmerHale