

ROBERT SMITH

Audio Visual Specialist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

As an Audio Visual Specialist, responsible for Performing maintenance, cleaning & inventory of all films. Experience in Ensuring the security of audio and visual equipment. and also reporting thefts and vandalism, etc.,.

SKILLS

Technical Support, Video Production, Adobe Photoshop.

WORK EXPERIENCE

Audio Visual Specialist

ABC Corporation - June 2013 – November 2014

- Responsible for all onsite maintenance, upgrades, quality assurance, and training on all Audio Visual equipment on Campus.
- Involved software installation and maintenance of IP based Campus-Wide Digital Signage System.
- Created, Designed, Implemented, and Trained Staff on the Calendar-based scheduling System in Outlook for Room Reservations for Campus Operations.
- Directed operations support functions for contracts.
- Experienced in project management used to successful projects using planning and, organization, and coordination techniques.
- Managed, scheduled, and trained two Audio Visual staff.
- Trained new staff in AV Support, customer services, and administrative policies and procedures.

Audio Visual Specialist

Delta Corporation - 2011 – 2013

- Provided unclassified and classified audio/visual services for USTRANSCOM Setup 396 PowerPoint.
- Operated live video production Performed post-production video editing Conducted event videography and photography Managed field production of the video .
- Produced and edited Promotional Pieces, Interviews and Commercials Freelanced videography, photography, post-editing DSLR photography ranging.
- Lighting, audio, and videography ranging from outdoor to one-on-one multi-camera interviews.
- Build video display walls for federal and government agencies.
- Integrate audio and video feeds through network communications.
- Service and maintain existing customer accounts.

SCHOLASTICS

- GED