

ROBERT SMITH

Audio Visual Specialist

info@qwikresume.com | <https://Qwikresume.com>

Audio Visual Specialist with 2 years of experience in Coordinating scheduling & logistical setup of specified meeting rooms. Responsible for Staging and preparing all hardware & software required for scheduled events and meetings. and also responsible for Assisting event organizers participating with all Conference Center equipment, etc.,

MARCH 2008 - NOVEMBER 2008

AUDIO VISUAL SPECIALIST - ABC CORPORATION

- Developed, wrote, and published SOPs for AV in 42 conference rooms and auditoriums.
- Trained faculty, staff & students on AV operation and application of classroom technologies thru workshops and written instructional material.
- Reviewed, analyzed and compiled data of maintenance and user tendencies for monthly reports.
- Researched & recommended technologies based on analysis and user needs.
- Arranged films and videos in sequence with various editing processes and equipment.
- Examined support to mark all sound beginning and ending points.
- Created a YouTube channel to regularly update and inform our clients and custom

2003 - 2008

AUDIO VISUAL SPECIALIST - DELTA CORPORATION

- Working audio for choir and pastors microphones Accomplishments Learning different settings of the soundboard.
- Collaborate with media to promote the companys brand.
- Shoot and edit media content for university departments.
- Create and present scripted material for broadcast.
- Network with professionals in different fields Works behind the scenes with cameras.
- Other broadcast equipment Proficient with HD Cameras up to.
- Service, support, maintenance for conference rooms, television information systems, digital signage, video projection.

EDUCATION

GED



SKILLS

DSLR Photography, Video Graphy.