

ROBERT SMITH

Audio Visual Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated and meticulous Audio Visual Specialist with extraordinary ear for detail and an excellent record of employer satisfaction. Comprehensive experience with all aspects of video production and post-production. Proven ability to handle a variety of simultaneous projects and work under high-pressure deadlines.

CORE COMPETENCIES

Photoshop, Mac, PC, Illustrator, Photography, Typography, Video Editing, Video Production.

PROFESSIONAL EXPERIENCE

Audio Visual Specialist

Christian Television Network International - February 2011 – 2012

Key Deliverables:

- Helped desk support technician, computer hardware, and software repairs.
- Provided Customer support printers, scanners, and peripherals.
- Provided recommendations about new technologies.
- Performed general office duties and administrative tasks.
- Responsible for editing and retouching website photographs.
- Attended conventions and conferences, study trade journals, and communicate with industry insiders to keep abreast of industry developments.
- Built and printed job manuals through a large format printer/copier and prepare the materials for classroom support.

Audio Visual Specialist

Delta Corporation - 2007 – 2011

Key Deliverables:

- Oversaw the department when the supervisor was unavailable.
- Compiled reports of all activities performed and presented to the department manager.
- Assigned work to the other employees.
- Quality checked the newest versions of course materials.
- Built and print job manuals through a large format printer/copier and prepare the materials for classroom support.
- Kept track of progress through scheduling and following the schedule.
- Operated, maintained, repaired, and set up equipment used to enhance live events, such as microphones, video recorders, projectors, lighting and sound mixing equipment.

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EDUCATION

BS In Audio Production

