

Studio Assistant

ROBERT SMITH

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Objective

Attached resume for a detailed look at skills and experience. Graduate with an Associates of Science in Audio Production. Highly unusual for a recent graduate with only an Associate's degree would be considered.

Skills

Adobe Photoshop, Premiere Pro, Logic, Fruity.

Work Experience

Studio Assistant

ABC Corporation - January 2015 - January 2016

- Responsible for all clientele relations for a music festival; creating a contact list for each client, sending routine emails about set times.
- Assisted engineers and studio managers with daily operations including escorting and catering to talent and executives, replenishing studio supplies, and managing front desk, phones, and filing.
- Prepared recording studio for efficient use including software/hardware set-up, track creation, mixing board routing.
- Working PR at live events or parties as part of the stage crew to promote the studio and upcoming events.
- Carrying out maintenance on recording equipment. Involved in continually mixing tracks to get the best result.
- Recording audio in various digital formats. create a budget spreadsheet, and keep track of stage management.
- Cord management and creation of headphone mixes resulting in smooth running and productive sessions.

Studio Assistant

ABC Corporation - 2011 - 2015

- Maintained studio inventory and maintenance schedules.
- Traveled with the director to take notes and dictation at meetings.
- Handled incoming and outgoing correspondence, including mail, email and faxes.
- Organized work projects around the studio.
- Typed documents, updated websites and compiled information for meetings.
- Organized personal and professional calendars and supplied reminders of upcoming meetings and events.
- Prevented studio problems by using awareness and attention to detail..

Education

Associate in Audio Production - 2012(Art Institute of CA- Los Angeles - Santa Monica, CA)