

Objective

To obtain an entry-level position in the communications industry that draws upon my experience in video/audio production, technical communication, and expert computer hardware and software knowledge.

Work Experience

Congregation Sinai of San Jose, San Jose, CA **2011 (current)**

Editor, "Voice of Sinai"

The responsibilities of this monthly newsletter include:

- ◆ Gathering all content for slated publication
- ◆ Meeting and communicating with managers to determine month-to-month focus
- ◆ Laying out all content, including articles, photos, forms, flyers, advertisements, and special features
- ◆ Designing and formatting some features
- ◆ Uploading drafts via FTP for manager review
- ◆ Meeting with printer for finalization and printing

San Jose City College Bookstore, San Jose, CA **2011**

Customer Service

This week-long Manpower placement included:

- ◆ Pulling books from employee-only shelves to fulfill student orders
- ◆ Explaining to students which materials they needed for each class
- ◆ Offering alternative media for texts, including new, used, rental, and ebook versions

NBC Bay Area, San Jose, CA **2009**

Producer's Assistant

As part of this four-month long internship, responsibilities included:

- ◆ Transcribing raw footage for producers to create scripts
- ◆ Transferring video clips into networked storage
- ◆ Participating in setup, grip, and takedown on shoots
- ◆ Selecting music and sound effects from audio library
- ◆ Dubbing and labeling video clips onto various media
- ◆ Instructing interns how to label media, dub footage, troubleshoot computer and network issues

Santa Clara University, Santa Clara, CA **2008-2009**

Video Production Lab Teacher's Assistant

Working for about a year with video engineering professor, responsibilities included:

- ◆ Teaching students how to use cameras, tripods, portable mixers, and other related audio-visual equipment
- ◆ Teaching students how to edit video with Avid Xpress Pro

Santa Clara University, Santa Clara, CA **2008-2009**

Video Equipment Inventory Manager

Working for about 18 months for the University's video production studio and student/staff equipment rental depot, responsibilities included:

- ◆ Checking and evaluating video equipment for damage and wear on a regular schedule
- ◆ Managing storage area and organizing materials, including checkout forms and lost or misplaced items

Foothill Community College, Los Altos Hills, CA **2006-2007**

Student Support Services Intern, Palo Alto Campus

- ◆ Setting up and taking down multimedia equipment
- ◆ Maintaining multimedia equipment and computer lab
- ◆ Helping students and instructors with multimedia equipment and computer lab

JP Digital Imaging, Mountain View, CA **2005-2006**

Proofreader/Administrative Assistant

- ◆ Proofreading Spanish materials, including posters and pamphlets
- ◆ Editing and proofreading, including corporate brochures and bids

Education

Santa Clara University, Santa Clara, CA **2009**

Bachelor of Arts, Communications

DeAnza College, Cupertino, CA **2007**

Associate of Arts, Technical Writing

Affiliations

Cupertino Host Lions Club, member since 2009; currently board member