

[YOUR NAME]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

## AUDIO/VISUAL PRODUCTION

### PROFILE

Skilled in all aspects of sound production and technical direction for radio, special events, and the theater, including recording, dubbing, editing, and final mix-down.

Radio disc jockey experience includes voice-overs, commercials, public service announcements (PSAs), and news writing/reporting.

Background in the setup of 8- and 12-channel soundboards, amplifiers, microphones, loudspeakers, and related equipment.

Familiar with Microsoft Windows® 95, Microsoft Word, and WordPerfect.

### PRODUCTION EXPERIENCE

*School of Fine Art, Glen Ellyn, IL* 1998-present

#### **Technical Director: Sound and Member (Volunteer)**

In charge of all sound setups for numerous theatrical productions.

Function as stage manager; oversee lighting, sound design, and set decoration.

**Chairman: House Supplies** 2001-2002

**Chairman: Membership** 1999-2000

**Chairman: Vending Concessions** 1999-present

Realized a 1000% profit

*Fabrikam, Inc., Elk Grove Village, IL* 1995-1998

#### **Audio Visual Technician**

Set up and maintained audio/visual equipment for meetings and special events at Oak Brook and O'Hare hotel locations.

*A. Datum Corporation, Naperville, IL* 1992-1995

#### **Convention Wrangler**

Assembled stages, chairs, tables, and A/V equipment.

### OTHER EMPLOYMENT

*General Hospital, Downers Grove, IL* 1995-Present

#### **Senior Supply Services Clerk**

Responsible for a staff of 10 and a medical product inventory of \$500,000.

Act as training instructor (preceptor) for new employees.

Twice awarded the Good Samaritan "That's the Spirit" award.

*WWWW AM/FM, Adult Contemporary Music, Aurora, IL* 3/91-12/91

*XXXX AM/FM, Adult Contemporary Music, Anna, IL* 1990-1991

#### **Disk Jockey/Announcer**

### EDUCATION

*Oak Tree University, Carbondale, IL* 1989-1991

#### **B.S. Degree, Radio-Television Broadcasting and Speech Communications**

### PERSONAL

*Condominium Association, Glendale Hts., IL* 98-Present

#### **President, Board of Directors**