

STEPHEN ANTHONY SCHROTT

Digital Asset Management • Content Deployment

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OBJECTIVE: Broaden career into Content Programming by highlighting technical skills.

HIGHLIGHT: MOST RECENT **DIGITAL ASSET MANAGEMENT** EXPERIENCE:
Please review C.V. on Page 2 for PRODUCER, VISUAL DESIGNER, CODE, A / V

BLT COMMUNICATIONS, LLC.

Digital Asset Manager / Archivist
September 2010 – June 2018

BACKUP

- Responsible for safe keeping of every file on over 200 workstations and servers.
- Back up workstations and servers with NetVault Backup and CrashPlan Code42 Enterprise product. Track anomalies. Report issues. Recommend action steps to CTO.
- Develop and be ever-ready to implement disaster recovery plan in case of hardware failure. Maintain redundant, remote tape vault in case of physical site disaster.
- Provide training to employees wishing to learn how to recover from desktop file loss.

ARCHIVE

- Identify server space issues and notify relevant parties of action steps. Interface with all department heads and account executives to facilitate migration.
- When removing large collections from servers, ensure strict adherence to quality control to preserve file integrity. Repair copied collections prior to deletion of originals.
- Normalize containers of collections for search (i.e. introduce metadata with the IMDb title in cases where a collection may include only abbreviations or secret names.)
- Structure content and create visual thumbnail catalogs for future identification.
- Encrypt and store drives according to client specifications.
- Maintain database of manufacture date so that drives can be refreshed for longevity.
- Document procedures on a wiki so any member of Tech can succeed in my absence.

DESKTOP & SAAS SUPPORT

- Provide general technical support to entire company during late PM hours—including but not limited to troubleshooting proprietary databases, print queues, AV and photo department FTP clients (Aspera), plus set and revoke permissions using the Unix shell.

EDUCATION

University of Southern California • School of Cinematic Arts • • • • Graduated, B.Arts 1993