

# STEPHEN SCHROTT

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www.perfectforthejob.com

## WORK EXPERIENCE

### LYFT, INC.

Dec. 2019 – Present

Personal Driver (Rideshare)

- Transport riders who place orders through the Lyft app. Common duties include picking up passengers, transporting them safely, accommodating special needs and maintaining vehicle in good condition.
- Requires safe driving, timely communication, risk management, and excellent customer service.

### FREELANCE MEDIA PRO

Apr. 1994 – Present

Graphic Design • Web Production • Motion Graphics

Aja Records • American Honda Motor Company • American Journal of Ophthalmology • B.D. Fox Advertising • Bishop Interactive Group • BLT Communications, LLC. • Canter and Associates • CBS • Channel One Network • Charles Abbott Associates, Inc. • Clark County, NV • Columbia/Tri-Star Television • Comfort for Court Kids • CraneMorley • EZ-HAUL CART • Geffen Playhouse • Hallmark Hall of Fame • HBO • Interscope Records • Kia Motors • KidTribe • L.A. Independent Film Festival • Lucas Learning • Lucasarts • Lucasfilm • Main Street Media • Mammoth Mountain • Managed Quantitative Advisors • More Creative Design • NASA • Paramount Digital Entertainment • Phelps Group • Roland US • Rubin Postaer Interactive • Satellite Event Enterprises • Sister Act The Musical • Sony Pictures Entertainment • StarWarsKids.com • Sylvan Learning Systems • Turner Network Television • Twentieth Television • University of Southern California • Wai-Nu Media • Warner Bros. • Warner Bros. Home Video • Warner Bros. Online • Wildlife Conservation Society • Zentropy:Partners

### BLT COMMUNICATIONS, LLC.

Sep. 2010 – Jun. 2018

Digital Asset Manager • Disaster Recovery • Archivist

Reference: CHRIS HEWETT (323) 860-4000

- Responsible for safe keeping of *every file* on over 200 workstations and servers.
- Back up workstations and servers with NetVault Backup and CrashPlan.
- Develop and be ever-ready to implement disaster recovery plan in case of catastrophic 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.
- Identify server space issues and notify internal stakeholders of action steps. Interface directly 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)
- Structure content and create visual thumbnail catalogs for future identification.
- Encrypt and store drives according to client specifications.
- Provide general technical support to entire company during late PM hours—including but not limited to troubleshooting proprietary databases, privileges using the Unix shell.

## EDUCATION

University of Southern California  
School of Cinematic Arts (Graduated, B.A.1993)

## LANGUAGES

- English (Fluent)
- Spanish (Advanced)