

http://perfectforthejob.com
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STEPHEN SCHROTT

WORK EXPERIENCE

MULTIMEDIA PRODUCER

Graphic Design • Web Production • Motion Graphics • Code

Apr. 1994 – PRESENT

DESIGN + BUILD + MAINTAIN

- Confident decision maker with broad base of experience for selecting appropriate technologies to achieve desired results for clients. Responsible for writing initial statements of work (SOW) and budgets to bring business in the door.
- Responsible for all aspects of development including creative and functional requirements, scheduling and management, budget tracking, status reporting, risk reduction and expectation management.
- Microsoft Project and Visio for project tracking and resource allocation. Adaptable to your environment to produce Gantt charts, dependencies, UI/UX, wireframes and mockups.
- Capable of preparing and leading meetings in order to maintain rapid application development strategy.
- Committed problem solver. Constantly broadening knowledge. Thirst for collection and presentation of “just-in-time” research, encouraging clients' sense of investment in the process.
- Proactive management of change orders with strong attention paid to delivering customer service.
- Review all deliverables for quality assurance and final approval.

GIGWORK+

Rideshare & Delivery (Personal Driver)

Dec. 2019 – PRESENT

LYFT + UBER + DOORDASH +

- Transport riders who place orders through the Lyft & Uber 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, excellent customer service.

BLT COMMUNICATIONS, LLC.

Digital Asset Manager • Archivist • Disaster Recovery

Sep. 2010 – Jun. 2018

INFORMATION TECHNOLOGY

- 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