

Curriculum Vitae



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Objective

To obtain an entry-level Assistant Editor position where I can learn and expand my knowledge base of various post-production protocols.

Education

Mt. Sierra College, Monrovia, CA
Bachelors of Science in Visual Effects & Digital Media
March, 2011

Proficiencies

Multi-tasking, detail orientated, strong research abilities
Comfortable on both Microsoft Windows and Apple OSX platforms, 70wpm
Adobe Creative Suite - Photoshop, Illustrator, InDesign, After Effects & Dreamweaver
Microsoft Office Suite - Word, Excel, Powerpoint
Final Cut Pro, Autodesk Maya

Experience

World of Wonder Productions, Inc - Hollywood, CA
September 2010 - Current
Systems Administrator

- Help Chief Administrative Officer with variout IT duties and maintenance
- Manage a MAC environment, with over 100 users daily on our local network
- Assist with various design tasks, such as development packets, flyers and web advertisements
- Create social marketing material for television shows and documentaries

World of Wonder Productions, Inc - Hollywood, CA
October 2009 - September 2010
Executive Assistant

- Assist Head of Production & Cheif Administrative Officer with various daily duties
- Schedule meetings and interviews for various production positions
- Assist with various legal issues, including contracts and letters sent to talent
- Organized and maintained resume database

City Of Hope National Medical Center - Duarte, CA
December 2004 - November 2008
Scheduling / Data Entry

- Managed and coordinated schedules for over 30 doctors and 100's of patients on a daily basis, including various lab appointments
- Provided help and care to patients in varying stages of health throughout process
- Managed database of medications, allergies and procedures for all patients
- Working knowledge of HIPPA protocol

References

Available Upon Request