

Jon Allen
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Professional Experience

Web Designer/Webmaster [freelance]

Mike McDaniel TV Inc., Orlando, FL

www.beerwithmike.com

Oct. 2007 – Present

Design, code & upload new site, update for video promos, design & upload product promotion pages, maintain and test online store, general site maintenance, repair, & organization

Assistant IT Systems Administrator [full time]

Lakeland Christian School, Lakeland, FL

Aug. 2008 – Aug. 2009

Provide technical support across campus, including classrooms, workstations & servers, instruct Media Productions class, manage A/V equipment & staffing for speakers, musical & theatre events, prerecord segments for sporting & special events, direct video display for football games & special events, provide A/V support for stadium, design motion graphics packages for promotions

Sound Tech/Consultant [freelance]

Edgewood Baptist Church, Lakeland, FL

Feb. 2009 – Mar. 2009

Direct audio for sound check and performance, advise on equipment operation, train volunteers

Video Production Manager [freelance]

Organix-South, Inc., Bowling Green, FL

Aug. 2008 – Oct. 2008

Collect & organize elements of training DVD (video, audio, cover art), author DVD, edit training video, direct contract workers for other elements of DVD production, manage DVD replication

Marketing & Customer Service Specialist [full time]

Organix-South, Inc., Bowling Green, FL

Apr. 2008 – Aug. 2008

Support local and remote users on network, provide front-line customer service at corporate office, design printed and web sales promotions, manage direct email marketing campaigns

Lighting Director/Camera Op/Grip [freelance]

NFocus Visual Communications, Lakeland, FL

Jan. 2008 – Apr. 2008

Set up and operate lights, sound equipment, camera for live events, & assist on video recording sessions, setup and configure wireless access points

Production Technology Specialist [full time]

dhg Communications/ dhg Productions, Inc., Des Moines, IA

May 2006 – June 2007

Assist on video & film shoots (camera, grip, audio), edit video, author DVDs, create & maintain websites, design & integrate technology for traveling tradeshow exhibits, troubleshoot & repair computers & duplication equipment, manage & supervise live events, research & recommend technology & software

Education

Currently Enrolled: Computer Systems Technology

Traviss Career Center, Lakeland FL

Enrolled: March 2010

Course Emphasis: Computer repair, networking, A+/CCNA certification preparation

B.A. Communication: Electronic Media

University of Northern Iowa, Cedar Falls, IA

Graduated May 2004

Study Emphasis: Television production, recorded events, new media

Software Proficiency

Mac & Windows OS Platforms (OSX, XP, Vista, 7) MS Office (Word, Excel, Outlook, Powerpoint)

Adobe Creative Suite Applications (Photoshop, Illustrator, Bridge, Premiere Pro, After Effects, Encore DVD, Audition, InDesign, Dreamweaver, Acrobat)

Apple Final Cut Studio Applications (Final Cut Pro, DVD Studio Pro, Soundtrack, Motion)

Ongoing Training:

Adobe Creative Suite (Total Training)

Adobe After Effects (Total Training, Zaxwerks, Video Copilot, Creative Cow)

Apple Final Cut Studio (Apple Pro, Total Training)

Windows Server 2000/2003 (Train Signal, DMACC, LearnKey)

Zaxwerks 3D Invigorator (Zaxwerks)

References

Robert Delamarter

CST Program Instructor, Traviss Career Center, Lakeland, FL

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James Moore

IT Systems Administrator, Lakeland Christian School, Lakeland, FL

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Autumn Blum

Owner, Organix-South, Inc.

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Lon Johnson

Operations Manager, Frontline Selling, LLC, Atlanta, GA

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