
Audio Visual Manager Resume

Job Objective

Respected Audio Visual Manager seeks position where my skills would be used for the betterment of the company and its employees.

Highlights of Qualifications:

- Experience in providing technical support to various AV technologies and managing all kinds of audio visual equipments
 - Outstanding knowledge of conferencing equipments and technologies
 - Operational knowledge of Mac and PC hardware
 - Exceptional ability to operate various kinds of audio visual equipment
 - Remarkable ability to perform troubleshoot on equipments and resolve issues
 - Amazing communication skills
 - Skilled to manage multiple projects at one given time
 - Proficient in Microsoft application
 - Familiarity in various network technologies
 - Certification in AV industry
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Professional Experience:

Audio Visual Manager
Swank Audio Visual, Centennial, CO
October 2008 – Present

- Assisted director and planned execution of all new equipments in facility, initiated uses of various conferencing technologies.
- Developed, configured and installed various audio video supports for all office and resolved all infrastructure problems.
- Maintained and provided support to all presentation problems.
- Supervised proper functioning of all audio and video equipments and ensured preventative and corrective maintenance on same.
- Coordinated with various vendors for materials and maintained good relations.
- Administered day to day working of projects and ensured work according to schedule.

Audio Visual Specialist
Marriott International, Centennial, CO
August 2003 – September 2008

- Installed and operated all kinds of audio visual equipments and ensured smooth working according to required conference schedule.
- Maintained and operated various office audio and visual equipments for conferencing.
- Provided support to all audio visual equipments and performed duplication whenever required, documented process.
- Implemented various new technologies in conferencing technology and maintained various network services.
- Performed troubleshoot on various audio visual equipments and resolved any connectivity issues in network.
- Managed an inventory of all audio visual equipments and supplies and repaired and replaced any obsolete or damaged equipment.

Audio Visual Technician
Sandestin, Centennial, CO
May 1998 – July 2003

- Provided technical support to all audio visual equipments required in office video conferencing systems.
 - Ensured optimal level of customer satisfaction for equipments and resolved all issues.
 - Performed troubleshoot on all audio visual equipments and assisted operations manager in resolving issues.
 - Maintained inventory of all audio video equipments and supplies.
 - Inspected all audio video equipments in video conferencing and resolved any issues.
 - Coordinated with external vendors and maintained good relations.
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Education:

Bachelor's Degree in Multimedia & Visual Communication
Conception Seminary College, Conception, MO

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