
Multimedia Specialist Resume

Job Objective

Seeking work as a Multimedia Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

Highlights of Qualifications:

- Admirable experience in managing audio, video and associated control systems in training room environment
 - Profound knowledge of Apple MAC OS and other associated applications
 - Exceptional knowledge of various audio and video formats
 - Immense ability to incorporate various audio and video formats in presentations
 - Outstanding ability to develop 2D and 3D animation in map
 - Skilled to install and perform troubleshoot on video and audio systems
 - Excellent communication skills
 - Proficient in working with videoconferencing systems
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Professional Experience:

Multimedia Specialist
Caterpillar Inc., Tompkinsville, MD
May 2006 – Present

- Provided support to various videoconferencing and multimedia technologies for executive levels.
- Maintained all equipments in facilities in conference and training room and performed preventative maintenance when required.
- Monitored technical and housekeeping issues and escalated issues to appropriate department when required.
- Developed preventative maintenance checklists for various integrated rooms and associated equipments.
- Managed all aspects of video conferencing technology and equipments such as installations and performing troubleshoot.
- Coordinated with departments for recording company meetings and videos.

Multimedia Specialist
Paragon Technology Group, Tompkinsville, MD
March 2003 – April 2006

- Managed efficient working of multiple projects at a given time.
 - Maintained and provided support to products according to production support regulations and guidelines.
 - Evaluated all products and related documents for classifieds.
 - Developed and produced all publication according to government standards and publication policies.
 - Monitored technical issues and resolved it efficiently.
 - Provided support to various offices and related branches for special assignments.
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Education:

Bachelor's Degree in Multimedia Design
Buena Vista University, Storm Lake, IA

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