**Name**

123.456.7789 ♦ email@ab.com ♦ Link to portfolio and/or LinkedIn Profile

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| **EDUCATION** |  |  |
| **Associate Degree in Applied Science**  **Digital Music**  Expected date of graduation: June 2018 |  | **Courses:** Fundamentals of Music at the keyboard, Music Theory & Ear Training, Introduction to Recording Techniques, Synthesizers, Sampling & MIDI Production, Sound Design |

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| **SKILLS** |  |  |
|  |  | * Ability to work within all music genres * Recording, Editing, Mixing Music & Sound * Comfortable recording, mixing and editing sound effects and dialogue tracks in Pro Tools. * Advanced Microsoft Word & PowerPoint * Able to complete projects on or ahead of deadlines * Strong professional networking skills |

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| **EXPERIENCE** |  |  |
| NBC Studios  New York, NY  02/2017 – present |  | **Sound Tech. Intern**   * Prepare equipment in studio for recording. * Observe senior technician making high quality recordings of music, sound effects and speech. * Participate in meetings with producers and artists for planning recording sessions. * Operate recording equipment, add effects and mix tracks. * Monitor audio signals and variations in sound during live events. |
| K-Mart  Bronx, NY  01/2015-Present |  | **Customer Service Associate**   * Promptly respond to general inquiries from customers. * Stock and rotated inventory regularly. * Guarantee positive customer experiences and resolved all customer complaints. |
| Hostos Community College  Bronx, NY  09/2016-12/2016 |  | **Office Assistant**   * Handled incoming and outgoing correspondence, including mail, email and faxes. * Retrieved requested files and delivered to appropriate personnel. * Verified and entered information into spreadsheets. |