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GREGORY ODHIAMBO OKELLO

Professional Summary

I am a highly motivated, organized, and dependable candidate with a proven ability to manage multiple priorities and maintain a positive attitude, consistently meeting team goals and delivering high-quality results.

Work History

Choice Hotels - Front Desk Marketer

Chesapeake, VA

02/2024 – Current

- Identify and implement departmental improvements, leading to increased guest satisfaction. As the primary contact for guests, address inquiries and resolve issues effectively, enhancing guest-staff communication. Manage room reservations with high accuracy, contributing to a noticeable increase in occupancy. Conduct daily night audit reviews, reducing discrepancies and ensuring financial accuracy.

Regent University - Media Services Assistant

Virginia Beach, VA

09/2021 - 12/2023

- Cataloged and systematically organized supplies and equipment. Captured and edited events annually, significantly enhancing presentation quality. Maintained and serviced equipment, reducing downtime. Successfully resolved AV issues and set up equipment at new office locations. Produced, edited, and distributed high-quality event videos, boosting online engagement.

Charter Communications - Customer Care & Video Repair Specialist

Rochester, MN

07/2020 - 07/2021

- I expertly diagnosed and resolved issues in video footage, restoring damaged, corrupted, or malfunctioning files to their optimal condition. I utilized advanced software and technical skills to enhance video quality, ensuring the final output met industry standards. Additionally, I collaborated closely with clients to understand their specific needs, delivering tailored solutions that preserved the integrity of the original content.

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☎ 757-881-8401

📍 Virginia Beach, VA 23451

Skills

- Communication
- Editing
- Organizing
- Adobe Creative Cloud mastery
- Live events
- Video equipment
- Video recordings
- Workload prioritization
- Sound system
- Marketing

Education

2012-2015

Multimedia University of Kenya

Nairobi, Kenya

Bachelor of Arts: Film Studies

2019-2021

Winona State University

Winona, MN

Bachelor of Arts: Film and Video

Production

2021-2024

Regent University

Virginia Beach, VA

MFA: Film Directing