**OBJECTIVE**

**As a highly analytical team player quickly able to scrutinize environments in order to identify and prioritize the needs of the client and produce solutions I wish to contribute strong technical skills and expertise in a considerably scalable position.**

**PROFESSIONAL EXPERIENCE**

**August 2024 – February 2025 Bellman – FORTH Atlanta**

* **Greeting guests upon arrival and offering assistance with luggage.**
* **Transporting luggage to guest rooms.**
* **Informing guests of hotel amenities and services.**
* **Maintaining a clean work area.**
* **Assisting with special requests and needs of guests.**
* **Educating guests on the contents and features of their hotel rooms.**
* **Providing excellent customer service.**

**June 2024-Present Purchasing Clerk – FORTH Atlanta**

* **Assist in creating purchase orders, ensuring accuracy in quantities, specifications, and pricing.**
* **Communicate with suppliers to confirm order details and track delivery status.**
* **Collaborate with suppliers to obtain quotes, negotiate terms, and confirm product availability.**
* **Interact professionally with individuals outside the hotel, such as suppliers, contractors, and competitors.**
* **Negotiate food prices, place daily orders based on requirements, and ensure prompt delivery as requested.**
* **Assist in monthly count and extension of food and beverage inventories and the quarterly counts of operating equipment.**
* **Calculate figures for food inventories, orders, and costs.**
* **Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.**
* **Post invoices using computer programs.**
* **Conduct inventory audits to determine inventory levels and needs.**

**April Apr 2022-Sept 2023 Maintenance Houseman – Lake Lanier Legacy Lodge (Buford, Georgia)**

* **Fixing basic issues like leaky faucets, broken light bulbs, clogged drains, or loose fixtures in guest rooms or public areas.**
* **Checking guest rooms for maintenance issues such as malfunctioning appliances, lighting problems, or HVAC issues, and reporting them if needed.**

* **Ensuring housekeeping tools and equipment (vacuum cleaners, floor buffers, etc.) are clean, maintained, and functional.**
* **Performing light repairs or touch-ups on walls, furniture, and other room features.**
* **Assisting with floor maintenance, such as waxing or buffing floors.**
* **Ensuring cleanliness and upkeep of hallways, elevators, lobbies, and other shared spaces, which may involve light maintenance duties.**
* **Responding to emergency maintenance issues like power outages, broken plumbing, or other urgent repairs.**
* **Reporting more complex issues to the head of maintenance or other departments for further repair or action.**

**April 2021-Dec 2021 Houseman – Westgate Resorts (Myrtle Beach, South Carolina)**

* **Cleaning guest rooms**: Dusting, vacuuming, mopping, and changing bed linens.
* **Maintaining public areas**: Cleaning hallways, lobbies, and elevators.
* **Restocking supplies**: Replenishing towels, toiletries, and other guest room amenities.
* **Handling laundry**: Collecting, washing, folding, and delivering linens and towels.
* **Assisting with maintenance**: Reporting or addressing minor maintenance issues, such as light bulb changes or fixing small repairs.
* **Responding to guest requests**: Delivering extra towels, pillows, or amenities as needed.
* **Managing cleaning equipment**: Ensuring cleaning supplies and equipment are stocked and maintained.

**April 2016- Apr 2022 Master Control Operator – RJRGleaner Communications Group**

**(TVJ/RETV/JNN/TVJSN)**

* **Monitoring Broadcast Signals**: Ensuring that the station's programming is being transmitted correctly, monitoring signal quality, and addressing any disruptions or errors.
* **Operating Broadcast Equipment**: Running and operating various broadcast equipment, such as video servers, switchers, graphics generators, audio equipment, and satellite receivers.
* **Troubleshooting and Maintenance**: Identifying technical issues, troubleshooting equipment malfunctions, and resolving problems in real-time to prevent interruptions in programming.
* **Programming and Scheduling**: Loading and scheduling programs for airing, ensuring that pre-recorded content is played at the correct time, and managing any live broadcast feeds.
* **Quality Control**: Ensuring that the content meets technical and regulatory standards, such as checking audio and video levels, formatting, and compliance with broadcast regulations.

**January 2017- Present Production Assistant (Freelance)**

* **Assisting with Set-Up**: Helping set up equipment, props, and materials needed for the production.
* **Running Errands**: Handling tasks like picking up supplies, delivering messages, or fetching equipment.
* **Managing Schedules:** Assisting with scheduling, coordinating call times, and ensuring the production runs on time.
* **Supporting Crew**: Helping with various on-set tasks, such as organizing props, setting up lights, or assisting the camera crew.
* **Liaising with Talent**: Coordinating with actors and crew to ensure everyone is in the right place at the right time.
* **Maintaining Order**: Keeping the production area tidy and ensuring that materials are organized and ready to use

**October 2015 – Present Video Editor (Freelance)**

* **Editing Footage**: Cutting, trimming, and assembling raw video clips into a polished final product.
* **Adding Effects**: Implementing visual effects, transitions, and graphics to enhance the video.
* **Audio Editing**: Syncing audio, adjusting levels, and adding background music or sound effects.
* **Color Correction**: Adjusting colors and lighting to ensure visual consistency and enhance the mood.
* **Collaborating with the Team**: Communicating with directors, producers, and other team members to understand the vision and make necessary adjustments.
* **Exporting and Finalizing**: Preparing and exporting the final video in the required format for distribution.

**EDUCATION AND TRAINING**

**Media Technology Institute**

**June 2015 – September 2015 Principles of Non-Linear Editing**

**March 2015 – May 2015 Techniques of Video Production**

**Stony Hill HEART Academy   
September 2011 – August 2012 Cisco Certified Network Associate (CCNA)**

* **Network Fundamentals**
* **Routing Protocols and Concepts**
* **LAN Switching and Wireless**
* **Accessing the WAN**

**November 2007 – November 2008 Cisco I.T Essentials**

* **PC Hardware and Software**
* **Network and Server**
* **Linux Administration**