



## Summary

Creative and versatile professional with a robust background in graphic design, advertising, website design, film and television production, multimedia, SEO, and e-commerce. Proven expertise in audio and video production, editing, technical writing, software testing, and live broadcasting. Committed to delivering high-quality work, adhering to content standards, and ensuring exceptional client satisfaction. Adept at multitasking, problem solving, and collaborating with diverse teams to achieve project success. Passionate about staying updated with the latest industry trends and driving innovative solutions for clients across various sectors.

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## Skills

**Digital Product Support:** Troubleshooting, service metrics management, defect triage, and reporting.

**Technical Communication:** Translating complex technical concepts into clear, actionable instructions.

**User Acceptance Testing:** Experience in pre-launch testing, defect monitoring, and reporting.

**Web Development & Administration:** Proficient in WordPress, Joomla, CMS management, and migrations.

**Creative Software:** Adobe Creative Suite, FCX, Blender, C4D, Vue, Unreal, Affinity, Corel, CAD, Figma, Sketch.

**Video & Audio Production:** Engineering, editing, mixing, and live broadcast experience.

**Customer Support:** IT technical support, help desk, office support, GIS, MIS.

**Project Management:** From concept development to final delivery, managing budgets and timelines.

**Content Creation:** Brainstorming, Writing, editing, and producing high-quality marketing materials, technical publications, and multimedia content.

**Branding & Packaging:** Expertise in developing branding strategies and packaging designs that drive product success.

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## Professional Experience

### Owner | Grant Garrison Ltd | Colorado/USA | March 2015 - Present

- Managed event crew operations, overseeing logistics, installation, and setup for numerous events.
- Delivered content ahead of time and under budget in various video and television productions.
- Executed web design projects, ensuring optimal functionality and user experience using best practices.
- Developed multimedia content that captivated audiences and increased client engagement.
- Provided technical support, consultation, troubleshooting and problem resolution for digital products.

### Website Administrator | Boulder County | Boulder, CO | January 2017 - June 2017

- Designed and developed visually appealing web pages, employing best practices in UI/UX design.
- Migrated over 100 web pages from SharePoint to WordPress, ensuring seamless functionality.
- Collaborated with stakeholders to implement design enhancements and improve usability.
- Conducted quality control checks, ensuring adherence to content standards.

### Conforming Editor | LFP Broadcasting | Boulder, CO | Sept 2014 - June 2016

- Performed conforming editing tasks, ensuring seamless transitions and visual continuity.
- Collaborated with the production team to deliver high-quality video content on tight deadlines.
- Maintained a comprehensive database for asset and file management, facilitating easy access.



**Video Production & Editing | Front Range Media | Fort Collins, CO | Nov 2005 - Aug 2014**

- Produced and edited videos for commercials, promos, and television broadcasts.
- Utilized Adobe Creative Suite to create visually appealing titles, graphics, and animations.
- Demonstrated proficiency in audio mixing, ensuring optimal sound quality in video productions.
- Provided technical support for video production equipment and resolved technical issues.

**Web Designer & Software Tester | Shasta QA | Redding, CA | June 2010 - Sep 2013**

- Designed and developed visually appealing websites, employing best practices in UI/UX design.
- Conducted comprehensive software testing, ensuring functionality, usability, and compatibility.
- Collaborated with the development team to identify and resolve software defects.
- Gained experience in White Box/Black Box Testing and Test Case Authoring.

**TV Station Manager/Producer | RCAC TV | Redding, CA | Jan 2008 - Feb 2009**

- Managed a television station, overseeing daily operations, programming, and production.
- Produced and edited content for broadcast, ensuring adherence to quality and content standards.
- Coordinated with staff and talent to deliver high-quality television programming.

**Live TV Audio & Video Editor | ABC/KRCR Channel 7 | Redding, CA | Nov 2006 - Feb 2007**

- Performed live audio and video editing for television broadcasts, ensuring seamless production.
- Collaborated with producers and directors to meet broadcast deadlines and maintain content quality.

**Multimedia Producer | G Media Services | Shasta Lake City, CA | Nov 2004 - Oct 2006**

- Produced multimedia content, radio and television commercials, promotional videos, and special features.
- Managed all aspects of production, from concept development to final delivery.
- Provided technical support and project management for various multimedia projects.

**Technical Publisher & Editor | NORTEL Networks | CA/USA**

- Managed submissions and revisions of large-scale technical manuals.
- Coordinated teams of writers, engineers, and editors.
- Produced high-quality technical content, including diagrams and illustrations, for 3500+ page manuals.

**Packaging Designer | Samsung USA, INC. | CA/USA**

- Collaborated with the Western Regional Sales Manager to brainstorm and design packaging for products like "Cocktail'98" and "Jet Audio Plus".
- Contributed to award-winning software packages available worldwide in major retailers.
- Developed ID standards and branding strategies that enhanced product visibility and marketability.

**Branding and Packaging Consultant | The Monroe Institute | VA/USA**

- Worked closely with head of Sales and Marketing to develop new "look and feel" for the company's products.
- Updated branding, packaging, and marketing materials to appeal to a broader market segment.
- Implemented ID standards across top-selling products and marketing materials.

**Marketing Consultant | Honeywell Airfield Systems | CA/USA**

- Develop data sheets, expanded role to include a complete overhaul of marketing materials.
- Developed an interactive CD-ROM catalog and multimedia content that significantly enhanced client engagement and increased sales.
- Collaborated with the Director of Sales and Marketing, leading to extended contracts and increased project scope.



## Education

- Certified Conforming Editor
- Bachelor of Arts: Motion Picture & Television: Production and Broadcast  
The Golden State School of Motion Picture and Television Production – DBA: The Film Group Institute, Northridge, CA
- Certificate of Proficiency and Course Completion: Film, TV & Video Production
- Certificate of Proficiency and Course Completion: Directing
- Certificate of Proficiency and Course Completion: Producing
- Certificate of Proficiency and Course Completion: Film Editing
- Certificate of Proficiency and Course Completion: Camera, Cinematography and Lighting
- Certificate of Proficiency and Course Completion: Special Effects, Makeup, Art Department

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## ADDITIONAL SKILLS

- Customer Service /PR
- SEO/Internet Marketing
- Advertising
- AR/AP
- Product Design
- Quality Assurance
- AEM/CQ3 -CQ5
- Brainstorming/Think -Tanks
- Concept -to-Shelf Dev
- White Box/Black Box Testing
- Booth/Kiosk Design & Fabrication
- Social Media
- Focus Groups
- Sales Db Development
- Crisis Management
- Window Washing

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## SOFTWARE AND HARDWARE PROFICIENCY

- PC/ Mac/Linux/Sgi/
- LAN/WAN
- Adobe CC/Creative Suite
- Cinema 4D
- Outlook/MS Office
- JavaScript
- CRM/Act
- CMS/WordPress/Joomla
- COREL
- Ad Maker Pro
- Quick Books Pro
- Premiere & After Effects
- TrueSpace
- PageMaker/Frame Maker
- Avid/ProTools
- Fusion360/3DS MAX
- HTML/VRML/DHTML
- Sound Forge/Vegas/Acid
- Bryce/Vue Infinite
- Dreamweaver/Mobirise
- Video Capture/Streaming
- Poser
- CAD/AutoCAD
- Windows Servers
- Quark Xpress/InDesign
- Zoom/Skype/Teams
- UPS / FedEx Online
- Effects Deco/Scala

## REFERENCES

- Gibson Elliot. Client/Employer 510-292-0239 Client/Employer 10+ Years
- Rob McDonald Shasta QA/NorCal Beat 530-356-5248 Coworker/Employer 10+ Years
- Frank DiSalvo. Entertainer 760-668-2901 Client 15+ Years
- Dana Goins CMT/Contractor 970-490-2663 Musician/Friend 25+ Years
- Douglas "Bodhi" Crane IT Expert/Contractor 916-613-3895 Wide Receiver/Friend 35+ Years