**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 StudiosNew York, NY02/2017 – 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.
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| K-MartBronx, NY01/2015-Present |  | **Customer Service Associate*** Promptly responded to general inquiries from customers.
* Stocked and rotated inventory regularly.
* Guaranteed positive customer experiences and resolved all customer complaints.
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| Hostos Community CollegeBronx, NY09/2016-12/2016 |  | **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.
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