



Sarah Hirsch

Algonquin, Illinois 60102 

847-293-1417 

sarah_e_hirsch@yahoo.com 

linkedin.com/in/sarahhirsch1282 

www.sarahehirsch.com 

Summary

Detail-oriented team player with strong organizational skills and 10+ years of rich experience and interpersonal skills that facilitate smooth workflow and timely completion of projects with a high degree of accuracy.

Skills

Proficient with MAC & PC

Attention to Detail

Audacity

Audition

Creative Writing

Critical Reasoning

Digital Editing

Digital Photography

Digital Video Equipment

Drawing

DVD Authoring

Graphic Design

Lighting

Microsoft Office

Operating Recording

Equipment

Proofreading

Photoshop

Premiere

Pro Tools Expertise

Sound Editing

Storyboarding

Transcription

Voice Recording

Experience

JANUARY 2023 – CURRENT

Data Collector / Appen; Remote, Kirkland, WA

- Learned and adapted quickly to new technology and software applications
- Identified issues, analyzed information, and provided solutions to problems
- Provided input on content viewed on websites

OCTOBER 2021 – AUGUST 2022

Audio Engineer / Reel Audiobooks; Freelance/Remote, Nashville, TN

- Collaborated with producers and engineers to create audio recordings
- Edited and proofed audio for editor/client production
- Edited and proofed audio before final distribution

MARCH 2010 – MARCH 2020; JANUARY 2009 – APRIL 2009; SEPTEMBER 2007 – NOVEMBER 2008

Production Assistant/Audio Engineer / Directions AV, Schaumburg, IL

- Regulated volume level and sound quality during recording sessions
- Recorded, mixed, and edited voice, music, and/or taped sound effects for pre-recorded and recording events in digital formats
- Worked with video editors to synchronize audio with video segments
- Transformed video and audio recordings into digital formats for editing, archiving, and postproduction
- Operated teleprompter for shoots and pre-recorded rehearsals
- Edited video and designed interfaces of DVD menus and labels
- Assisted in reception and administrative duties during client visits
- Programmed graphics and videos in the Watch Out software

APRIL 2009 – JUNE 2009

Assistant Sound Engineer / Driver's Ed Mutiny; Independent Film, Schaumburg, IL

Education

Bachelor of Science / Audio Production

SEPTEMBER 2011 | ILLINOIS INSTITUTE OF ART-SCHAUMBURG – SCHAUMBURG, IL

Bachelor of Fine Arts / Digital Media Production

JUNE 2007 | ILLINOIS INSTITUTE OF ART-SCHAUMBURG – SCHAUMBURG, IL