

Sarah Hirsch

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Experience:

Directions, Inc.

Schaumburg, Illinois

Production Assistant/Audio Engineer

March 2010 – March 2020

September 2007 – November 2008

- Archive/restore and organize backups for video and graphics library
- Digitize and encode video/audio files for edit and/or web
- Archival media management and inventory
- Prep graphics for video/PowerPoint and/or label design
- Asset management and research
- Audio engineer/editing voice over sessions
- Watch Out programmer
- Teleprompter operator
- Edit video and DVD interface design
- Reception and administrative assistance
- Presentation website management and workshop/program record post production

Freelance Watch Out Programmer

January 2009 – April 2009

- Programmed graphics and videos for NADA 2009 & AALU 2009 Shows in Watch Out

Driver's Ed Mutiny

Schaumburg, Illinois

Assistant Sound Engineer – Independent Film

April – June 2009

- Replaced production audio with overdubs and synced to video

NikeStore Woodfield

Schaumburg, Illinois

Sales Associate/Cashier

October 2005 – January 2010

- Audited and balanced daily accounts
- Boxed and bagged apparel and merchandise
- Upheld highest standards of customer service
- Maintained inventory and stock
- Kept store orderly and organized
- Assisted in set up of store displays

Technical Skills:

Proficient with Mac & PC

Audacity	Audition	DVD Studio Pro	Final Cut Pro
Microsoft Office	Photoshop	Premiere	Pro Tools
Sound Forge	Soundtrack	Watch Out	

Related Coursework:

Digital Editing	DVD Authoring	Digital Photography	Drawing
Lighting	Creative Writing	Storyboarding	Digital Video Equipment
Graphic Design			

Education:

The Illinois Institute of Art – Schaumburg

- Bachelor of Science in Audio Production

September 2011

The Illinois Institute of Art – Schaumburg

- Bachelor of Fine Arts in Digital Media Production

June 2007