

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 facilitates smooth workflow and timely completion of projects with a high degree of accuracy.

Skills

Proficient with MAC & PC	Digital Video Equipment	Proofreading
Attention to Detail	Drawing	Photoshop
Audacity	DVD Authoring	Premiere
Audition	Graphic Design	Pro Tools Expertise
Creative Writing	Lighting	Sound Editing
Critical Reasoning	Microsoft Office	Storyboarding
Digital Editing	Operating Recording	Transcription
Digital Photography	Equipment	Voice Recording

Experience

JAN 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

OCT 2021 – CURRENT

Audio Engineer / Reel Audiobooks; 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; JAN 2009 – APR 2009; SEPT 2007 – NOV 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 and archiving and post-production
- 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

OCT 2005 – JAN 2010

Sales Associate/Cashier / Nike Store Woodfield, Schaumburg, IL

- Balanced and organized cash register by handing cash, counting change, and storing coupons
- Boxed and bagged apparel and product at point of purchase
- Maintained inventory and stock, straightened and organized merchandise
- Greeted customers and helped with product questions, selections, and purchases
- Informed customers of current store promotions to encourage additional sales purchases
- Monitored clean sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products
- Offered each customer top-notch, personal service to boost sales and customer satisfaction

APR 2009 – JUN 2009

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

- Replaced production audio with overdubs and synced to video

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