

# Sarah Hirsch

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## 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, Bellevue, WA**

- Conducted in-depth internet-based research and provided information evaluation
- 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 – 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; 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 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

APRIL 2009 – JUNE 2009

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

OCTOBER 2005 – JANUARY 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 the 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
- Replaced production audio with overdubs and synced to video

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## **Education**

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**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