

Meridee Albrecht

200 S Euclid Ave, Sandpoint, ID 206-261-9961

merideealbrecht@yahoo.com

Objectives

Outgoing, energetic administrative professional with 15+ years proven experience as editor, trainer and customer relations, exhibits superior competence in research and organization. Highly demonstrated ability to learn complex systems and procedures while on the job. Strong operations professional skilled in Analytical Skills, Camera Operation, Editing, Public Speaking, and Microsoft Access. Looking for contract and freelance working in Arts, Education or Media and Film.

Education

Highline Community College 1991-1994
Associate in Arts in Journalism
Certificate in Television and Media
GPA 3.8

Relevant Experience

Cinematographer, *Wishful Dancing*, Seattle, WA 2017
1st Camera Assistant, *Aura*, Seattle, WA

Technical Director, *TV Toastmasters*, Kent WA

- Set up Studio for show and directed monthly show
- Edited monthly show

Access Coordinator, *Denver Community Television*, Denver, CO 2001-2005

- Developed and implemented curriculum for Basic Field, Editing and Production classes
- Edited on Casablanca and Final Cut Pro
- Produced, Technical Director and camera for live, studio, field shoots and production truck
- Production Manager of the 2003 WAVE Awards hosted by DCTV
- Coordinated volunteers and employees for station events
- Provided support for clients
- Created and maintained an external hard drive storage system and database

Production Assistant Intern, *911 MediaArts*, Seattle, WA 1999

- Worked with set crews on set up/break down
- Instructed clients on basic nonlinear editing
- Art Director on the promotional video with 911 Media Arts

Production Intern, *KCTS 9TeenTalk*, Seattle, WA 1999

- Assisted production crew with set up and break down with set
- Produced B Roll with show host and guests
- Logged footage

Meridee Albrecht

200 S Euclid Ave, Sandpoint, ID 206-261-9961

merideealbrecht@yahoo.com

EMPLOYMENT HISTORY

Caregiver, *College Nannies and Sitters*, Seattle, WA

February 2020 – May 2020

Nanny, *Private family*, Issaquah, WA

March 2015 – November 2019

Customer Service Associate, *Chasing Fireflies*, Des Moines, WA

Aug 2011 – Aug 2012

- Entered data and processed orders
- Assisted the warehouse with order returns and organized product

Crew Leader Assistant, *US Census Bureau*, Tukwila, WA

April 2010 – Aug 2010

- Supervised crew of eight people to ensure procedures and work was completed in a timely manner
- Complied in accordance with Federal codes, regulations, and confidentiality laws
- Conducted interviews, answered residents questions, and recorded data on proper forms

Customer Service Representative, *Xerox Corp*, Redmond, WA

Aug 2007 – Dec 2009

- Managed Project Daylight by coordinating multiple staggered moves on a schedule
- Managed multiple projects for Fortune 100 company, while serving as liaison for company IT Manager
- Provided on call support for up to 800 clients at three company sites
- Managed network systems for 40 high-end multifunction devices
- Resolved customer account and technical issues
- Tracked equipment to identify and correct billing errors
- Evaluated clients leases for upgrades in equipment and compliance with company policies

Access Coordinator, *Denver Community Television*, Denver, CO

Sept 2001 – May 2005

- Managed front desk, greeting guests, answered phone lines, tracked equipment, organized hard drives and trouble shot technical issues in editing suites
- Assisted producers with camera work and editing
- Producer for community groups shoots
- Produced own public access show shot on XL-1 and edited on Final Cut Pro

Skills and Qualifications

- Microsoft Office – Word, Excel, Outlook and Access
- Adobe PageMaker
- Final Cut Pro and Adobe Premier Pro
- Typing speed 38 wpm
- Fast learner, strong communication skills, good problem solver, collaborates well with others and flexible

Networking groups

Women in Film, Second Tuesday Committee, **Seattle, WA**

Nov 2010 – Present

- Work with board members in planning and set up for Second Tuesday events

Spotlight Toastmasters

Nov 2010 – Present