

Steven Saltarelli

907 S. Lincoln Ave. Park Ridge, IL 60068

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1 (847) 494-1337

Education

Columbia College Chicago, Chicago, IL May 2009
Bachelor of Arts in Film & Video with a concentration in Editing
Specialized Coursework: Motion Graphics, Color Correction
GPA of 3.64

Employment

Million Dollar Round Table, Park Ridge, IL 2009-present
A/V Assistant
Assisted with and created corporate educational and promotion videos
Established systems of efficiency throughout organization and editing process

Media Recall, Northbrook, IL 2008-present
Freelance Digitizer
Highest tapes-digitized-per-hour output of the digitizing team
Accommodated a variety of shifts including 16-hour overnight shifts

Park Ridge Park District, Park Ridge, IL 2005-2008
Building Attendant
Managed and maintained social and professional events
Represented Park Ridge Park District in a customer-relations capacity

Columbia College Apple Store, Chicago, IL 2007
Retail Sales Associate
Advised and assisted students on computer and electronics purchases
Technical support for students in both Windows and Mac OS X operating systems

Skills

- Fluency in Microsoft Office (Word, Excel, PowerPoint)
- 120wpm typing speed
- Fluency in Microsoft Windows and Apple Mac OS X operating systems
- Proficiency in Linux-based operating systems
- Fluency in full Adobe Creative Suite
- Web Design, Graphics, Color Correction

Activities

Anti-Cruelty Society, Chicago, IL 2008-present
Dog Adoption volunteer
Socializing and caring for dogs
Assisting with the adoption process