

# Robert C. Stephens

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## Education

Bowling Green State University: Bowling Green, OH  
Bachelors of the Arts Degree in Film Production, Minor in Journalism 2012 - 2016

## Job Experience

Shark Tank	Production Assistant	10/16 - 10/16
J.W. Creative Productions	Assistant DJ	06/16 - 10/16
Amazon	Fulfillment Associate	06/16 - 09/16
Chop Cut Rebuild	Sound Recordist	05/16 - 10/16
Fast & Furious 8	Production Assistant	05/16 - 05/16
Northern Connection Magazine	Intern	01/16 - 05/16
CMIT Solutions of Wexford	Intern	06/15 - 08/15
Pittsburgh Filmmakers	Intern	05/14 - 08/14

## Qualifications

**Film and Video Production:** Knowledge and experience with pre-production, production, and post-production of film and other video media. Experience in using camera, audio, and electrical equipment.

**Sound Recording and Editing:** Specialization in post-production sound re-recording, editing, and mixing. Previous experience working in post-production at Pittsburgh Filmmakers creating advertisement material for nonprofit companies in and around Pittsburgh.

**Software & Administration:** Experienced in the creation and upkeep of websites, as well as the implementation of video and audio media on the web. Extensive knowledge of CMS, HTML, server management software, FTP software, and administration software.

**Information Technology:** Background in tech support. Proficiency with computer and server hardware analysis, troubleshooting, set-up, and maintenance.

**Journalistic Practices:** Education and experience in copy writing and editing, interviewing, data entry, public relations, journalistic law, and ethical practices.

## Skills

- Able to work in a fast-paced, detail oriented environment.
- Skilled in communicating with both clients and co-workers.
- Thick-skinned, self-sufficient, and highly motivated.
- Background in reception on the phone or in an office environment.
- Strong technical skills in both software and hardware.
- Capable of carrying out physical labor with proficiency.

## References

### Laura Arnold

Marketing & Account Executive  
Swanson Publishing Company  
laura@northernconnectionmag.com

### Gretchen Neidert

Senior Producer  
Pittsburgh Filmmakers  
gretchen.neidert@gmail.com

### Dan Woods

Executive Producer  
Chop Cut Rebuild  
dan@ccr.tv