

2341 N 189th St.
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DONALD M TRUJILLO

OBJECTIVE Audio/Video Editor with 20+ years of experience in all aspects of video production. Skills in-linear and non-linear editing, special effects, graphics, and animation. Project Manager with media production experience, strong collaboration skills, excellent attention to detail, and a desire to push creative boundaries.

SKILLS & ABILITIES	Project Management Troubleshooting Hardware configuration Software installation	Audio/Video Editing Interpersonal communication Team Player Organized
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TECHNICAL PROFICIENCIES

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), MS Access, Windows XP/7/8/9/10, Mac OS, Adobe Creative Cloud (Adobe Premiere, Adobe Photoshop, Adobe After Effects, Adobe Media Encoder)

EXPERIENCE

TECHNICAL DIRECTOR | INDEPENDENT CONTRACTOR | Shoreline, WA

September 2022 – Present

- Technical Director for Corporate Roadshows.
- Responsible for production support, IT support, shipping/receiving, and on-site support
- Editor for Podcast 3 Guys and a Flick

INVENTORY CONTROL SPECIALIST | SHO - AIR INTERNATIONAL, INC. | Tukwila, WA

March 2019 – September 2022

- Image and re-image machines for multiple products manually and with automated scripts.
- Managed scanning, tracking, auditing, and stocking of all inventory
- Receive and coordinate incoming shipments, review merchandise, and track paperwork.
- Inventory and coordinate outgoing shipments to ensure accuracy and timeliness.
- Assist in other departments: Warehouse management, customer deliveries and installations, and transportation dispatch.

IT COMPUTER TECHNICIAN/PROJECT MANAGER | INTEGRATED PROJECT GROUP |

February 2008 to March 2019

- Linked computers to network and peripheral equipment, including printers

and scanners.

- Patched software and installed new versions to eliminate security problems and protect data.
- Diagnosed and resolved a range of software, hardware, and connectivity issues while delivering technical training on hardware/software to end-users.
- Configured hardware, devices, and software for workstations for all employees.
- Managed large projects which entailed developing production schedules, hardware display design, an installations schedule, and coordinated on-site technical support for a local large IT company event show.
- Responsible for coordinating and executing venue location searches, property rentals, Executive rehearsals, catering options, and hotel room blocks.
- Performed technical assessments and determined A/V set ups requirements for event shows.
- Managed multiple crew members for show load-ins, rehearsals, and loadouts.
- Organized and executed shipping and freight management on show site.

VOLUNTEER ELECTIVE TEACHER | ST. MARK CATHOLIC SCHOOL | Shoreline, WA

January 2003 - February 2008

- Taught sixth, seventh and eighth graders: how to write a script, produce a film, and edit a final product.
- Assisted with other technical needs: design of the new network; installation of 30+ new desktops which included imaging and installation of new software; troubleshooting and installing of new projectors; audio school plays and concerts which entailed configuration and management; and filmed and produced videos of school plays.

E-LEARNING SPECIALIST | PREMIER BLUE CROSS | MOUNTLAKE TERRACE, WA

JANUARY 2003 - FEBRUARY 2008

- Designed and executed training videos, including writing, filming, and editing.
- Developed lesson plans, instructional materials, and practice tests for claims and customer service training courses.
- Trained and mentored 300+ new personnel hired to fulfill various roles.

CUSTOMER SERVICE SPECIALIST | PREMIER BLUE CROSS | Mountlake Terrace, WA | January

2000 - January 2003

**EDUCATION AND
CERTIFICATES**

SEATTLE FILM INSTITUTE | Seattle, WA | September 2005 – September 2006

SHORECREST HIGH SCHOOL | Seattle, WA | Diploma 1993

CERTIFIED FORKLIFT DRIVER | 2015 – Current

Filmmaking Awards

2005 Seattle 48 Hour Film Project – “Best Sound Design”

2015 Seattle 48 Hour Film Project – “Best use of Genre”

2016 Seattle Horror 48 Hour Film Project – “Diversity Award”

2022 Seattle 48 Hour Film Project – “Best Writing”

2022 Seattle 48 Hour Film Project – Honorable Mention – “Best in City”