

MEDIA SERVICES COORDINATOR

Summary

Life-long San Antonio resident, dedicated and technically skilled professional with a diverse background, strong people skills, team player, highly organized, excellent collaboration and communication skills, ability to multi-task and adapt well to change. Excellent in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.

Highlights

Proficient in Microsoft Office applications, Quick Books Pro, Google Tools/Apps for Education, Type 70 WPM, 10-Key by touch with accuracy, HTML5, CSS, Basic PHP, Adobe Creative Cloud, Techsmith Relay, Camtasia, Snag-it, Web Research skills, Web 2.0 tools, Video- Web conference skills,

- Mass deployment and configuration of iOS device skills, Clear understanding of Project cost, Excellent Customer Service skills, Strong Analytical, Collaboration, Communication, Written, Organizational, and Multi-tasking skills.

Accomplishments

Led the development of inventory control metric system. Decreased the number of issues in an electronic classroom by developing metric system of technology issues.

Experience

Media Services Coordinator 01/2009 to Current

Company Name City , State

Responsible for all accounting and financial functions, AP, AR, PR, GL/bank reconciliations and month-end closing, prepare financial reports, track travel, purchase departmental supplies, upkeep of office equipment * Assists Director in budget planning based on asset tracking and depreciation of capital equipment * Responsible for the tracking of a number of expense accounts for construction projects, supply and expenses, grants and one time initiative budgets * Responsible for reviewing and processing contractor draws in a timely manner ensuring all services and supplies have been rendered * Purchaser for all AV classroom technology equipment * Monitor and troubleshoot AV technology classroom issues at a tier II level, dispatch technicians as needed * Responsible for the upkeep of helpdesk ticketing systems * Assist the Director and Audio Visual Classroom Technology Design/Project Manager in various special projects as well as provide technical support for video conferences, webinars and various other multi-media services * Assist in the management of technology in newly designed and commissioned classrooms; deploying tablet touch controls and similar multi-media equipment * Serve as the Lynda.com Campus Administrator, prepares monthly statistical reports for VP, CITO and Director * Coordinate all AV equipment delivery set ups for TU community events and visiting group events * Responsible for hiring and managing the evening supervisor as well as student workers, process payroll in a timely manner, approve vacation / sick leave, coordinate staff schedules and training * Lead social media journalist for the CLT; coordinate departmental tours, new student / faculty orientations * Responsible for the upkeep of AV inventory, demonstration of AV equipment for checkout, upkeep of 3D printer, provide technical training and support for the 3D printer

Credit Manager / Billing Coordinator 01/2006 to 01/2009

Company Name City , State

Responsible for accounts receivables and month end closing duties * Responsible for all Group Billing of accounts generating over 300K in revenue / Customized Invoicing * Responsible for all Credit card transactions and handling disputes * Responsible for all aspects of direct billing, credit references, and collections and other city ledger accounts * Conduct monthly credit committee meetings, prepare monthly write-off report * Assist Controller and Assistant Controller in developing, implementing financial/office policies * Work closely with Sales, Catering Managers to ensure all client billing requests are met * Responsible for implementing / managing new technology and trouble shoot common accounting issues

Developer 01/1998 to 01/2006

Company Name City , State Office Manager / Leasing Manager * Office Manager and Leasing Manager for Property Management Firm * Responsible for all accounting and financial functions, AP, AR, PR, GL/bank reconciliations and month-end closing * Assistant Project Manager for construction of newly developed properties, monitor jobsite procured material and receiving and warehousing functions ensuring materials are purchased in accordance with project technical specifications * Manage subcontractor administration, review and execute contractor draws and change orders * Oversee the administrative systems/operations of the office, including interviewing, hiring and managing staff, implementing / managing new technology * Prepare and review of all trusts, power of attorneys, leases, title commitments, and other miscellaneous mortgage loan and real estate legal documents * Monitor and maintain all employee personnel files, including payroll * Maintain good customer relationship with tenants, coordinated property tours of commercial and residential properties. First point of contact to handle tenant inquires and complaints * Responsible for rent rolls, pay or vacate notices, lease renewals, rent increase notices, market rate analysis * Heavy calendar scheduling, events and meeting coordination, and travel arrangements for owner

Education

Associate of Applied Science : Digital Media Northwest Vista College 2012-Present Northwest Vista College | Associate of Applied Science, Concentration in Digital Media

Presentations

International Programs Presentation - to assist international students with various skills such as payroll deposits, obtaining Social Security card, obtaining campus employment, etc.

Skills

Accounting, Reconciliations, Closing Procedures, AP, AR, Bank Reconciliations, GL, Payroll, Project Manager, Public Relations, Property Management, Scheduling, Travel Arrangements, Budget, Correspondence, Billing, Credit, Credit Card Reconciliations, , Change Orders, Interviewing, Leasing, Office Manager, Helpdesk ticketing system and reporting, Inventory, Process Payroll, Purchaser, Technical Support, Training, Customer Service, Excellent Customer Service Skills, Highly Organized, Microsoft Office, Ms Office, Quick Books Pro, Receptionist, Team Player, Typing, Very Organized