

SANDY THEVENIN

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EDUCATION

New York City College of Technology,
Bachelor of Technology, Entertainment and Emerging Media Technology
Concentration: Entertainment and Emerging Media Technology

Expected graduation date 2016

PROFESSIONAL EXPERIENCE

Your Neighborhood Office, New York NY
CUSTOMER SERVICE ASSISTANT, SHIPPING EXPERT

CURRENT

- Producing administrative tasks for clients including: copying, printing, faxing, laminating, binding and photo printing
- Filing clients mail upon delivery and placing them in their perspective mailbox
- Organizing a weekly maintenance for each individual client mailbox.
- Assisting in packaging/shipping of customer merchandise and exceeding customer demands
- Provided expert advice on customers day to day needs and promoted YNO services
- Provided house calls for clients who prefer having packages and mail dropped off to there home or wish to have a package be picked up for delivery.
- Photographed and printed passport photos and provided finger printed services
- Notarized legal documents
- Produced rubber stamps to meet client demands

Literary Arts Festival, Brooklyn New York
Stage Manager

SPRING 2016

- Scheduling meetings with directors, communicating needs and reassuring that all technical needs are being met
- Communicating and discussing technical needs with all crew heads in order to make sure that all technical tasks our being executed
- Participating in productions meets
- Calling audio and light cues during the production
- Confirming that all technical attributes of production was promptly tested and ready for the show
- Confirming that production program is done at a timely manner and all participants are confirmed
- Confirming all audio and light cues are correct for production and communicating any changes or audio or light cues to audio and light member that is responsible

Voorhees Theater, Brooklyn New York
A/V Crew

SPRING 2016

- Assisted in completing all audio needs established by the Sound Designer and crew head for productions within the theater
- Participated in Load in and Strike of all productions held within the theater

INTERNSHIPS

Worldstage Inc., Secaucus New Jersey
A/V Technician

SPRING 2016

- Testing incoming and outgoing Audio, Projection, Video and LED equipment for event based clients
- Building signaling racks for Video, Projection and LED
- Testing and familiarizing myself to all equipment and cables necessary for major event based productions

TIMES SQUARE ARTS CENTER, NEW YORK NY
ASSISTANT STAGE MANAGER

SPRING 2015

- Assisting with the collection, organization and running of rehearsal props and costume pieces
- Keeping the stage clean
- Setting the stage for rehearsals
- Taking line notes
- Preparing the stage for performances (sweep, mop, setting furniture and props)
- Participating in strike
- Assist the Stage Manager in running the show (cueing actors, running the light and audio board, giving calls)

Jack Theater, Brooklyn NY
Lighting Technician

FALL 2014

- Refocused lights according to plays and shows
- Placed gobos and gels into lighting equipment according to producers request
- Greeted customers and maintained a tidy work environment

Dixons Place, New York NY
Lighting/Sound Technician

SUMMER 2013

- Notify supervisors when major equipment repairs are needed
- Install, adjust, and operate electronic equipment (light and audio board) for shows held within the theater
- Control the lights and sound of events, such as: live concerts and theatrical shows
- Worked as a Lighting Designer for upcoming shows
- Obtain and preview musical performance programs prior to events to become familiar with the order and approximate times of musical pieces.
- Maintain a clean and organized work environment prior and upon completion of each show/concert
- Assisted with all technical needs requested by the director or performer's

TECHNICAL SKILLS

- AutoCAD/ Theatrical Drafting and Vectorworks: experience producing a variety of advanced production level documents
- Visual Logic/ Net beans: experience learning programming fundamentals in a classic manner and building solutions using intuitive graphical flowcharts.
- Experience using Lighting Consoles such as: ETC Ion 24 light, Grand MA 2 and other ETC light boards in order to design and operate lighting equipment for live productions.
- Experience mixing on audio consoles such as: Yamaha PM5D, DM100 and CL5
- Audio mixing software and equipment including: Reason, Protools, Logic, Fruit loops, Serato and Avid
- Adobe premiere and basic components and practices of pre-production and production methodologies for content creation in commercial video and film production
- Adobe Photoshop,

References available upon request

