

Alan Daniel Cairns

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HIGHLIGHTS OF QUALIFICATIONS

People- oriented work ethic. Good listener, self-motivated, sensitive to others creativity and innovation. Compassionate, responsible, and service oriented professional with over 10 years' freelance experience in technology and the fine arts. Dependable, intelligent, and punctual. Skilled at solving problems. Take pride in work.

TOOL PROFICIENCIES

Microsoft Word
Final Cut Pro
Site Spinner

Adobe Quark
iMovie
Audio Mixers

Illustrator
Apple Garage Band
Digital Cameras

Paint Shop Pro
Pro Tools

PROFESSIONAL SKILLS

- **Audio Visual Technician**
 - Construct and position properties, sets, lighting equipment, and other equipment.
 - Install, adjust, and operate electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, or multimedia presentations.
 - Mix and regulate sound inputs and feeds or coordinate audio feeds with television pictures.
- **Customer Service**
 - Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
 - Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
 - Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.
 - Solicit sales of new or additional services or products.
- **Artist**
 - Create sketches, profiles, or likenesses of posed subjects or photographs, using any combination of freehand drawing, mechanical assembly kits, and computer imaging.
 - Use materials such as pens and ink, watercolors, charcoal, oil, or computer software to create artwork.
 - Study different techniques to learn how to apply them to artistic endeavors.
 - Create finished art work as decoration, or to elucidate or substitute for spoken or written messages.

EXPERIENCE

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| PSAV Abbey Resort & Spa
Technician- Audio Visual <ul style="list-style-type: none">• Basic set up and operation of audiovisual systems. | Fontana, WI | 7/2016 to 8/2016 |
| Free Lance Artist and Sound Designer <ul style="list-style-type: none">• Audio recording and production• Recordings and CD cover illustrations.• Flyers• Photography• Image editing | Chicago, IL | 1/2005 to 2016 |
| Catalog Venture
Customer Service/Call Center Operator <ul style="list-style-type: none">• Responded to inbound telephone inquiries regarding products information.• Collected information and processed orders. | Chelmsford, MA | 4/1997 to 12/1998 |

EDUCATION

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| The School of the Fine Arts Institute of Chicago
Bachelor of Fine Art
Portfolio: www.sonicnarration.com/fineartist.pdf | Chicago, IL | 9/1998 to 12/2005 |
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