



# DEVONTE ADDISON

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## Summary

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I'm an ambitious, career-focused job seeker looking to attain a developer position in a company where my skills and ambitions can be utilized to drive daily goals as well as foster future growth for efficiency and productivity.

## Skills

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- MVC
- MVVM
- Authentication
- Firebase BaaS by Google
- Database Design
- Logic Pro X
- Leadership & teamwork skills
- Adaptability on the fly in high pressure situations
- Records Management
- Audio Technologies
- Sound Mixing
- First Aid/CPR
- Database Development

## Experience

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Davidoff Hutcher & Citron LLP | New York, NY

### Records Manager

12/2016 - Current

- Oversaw storage, backup, maintenance, reproduction, protection, and disposition of all records, both electrical and physical
- Redesigned & cleaned previous department's database to follow normalization rules, as well as establish appropriate relationships between records
- Designed beta iOS mobile application
- Negotiated deals with multiple vendors to save the firm 100k+ annual cost of their record retention budget.
- Destroyed obsolete and outdated records using company-mandated procedures.
- Monitored activities to assess compliance with records policies and document management regulations.
- Analyzed current processes for storage, retention, and destruction of records.
- Collaborated with other departments within the organization on projects requiring comprehensive documentation.
- Developed and implemented a records management system to track, store, and manage confidential documents.
- Ensured compliance with all applicable laws and regulations related to record keeping.
- Modified existing software systems to enhance performance and add new features.
- Leveraged [Software] skills to input and compile data gathered from various sources.

Silver Pro Audio | East Hanover, NJ

### Stage Technician

03/2016 - Current

- Set up and operate stage equipment for a 11-16 piece band for weddings and other formal affairs
- Assisted in maintaining audio standard for live performances

- Used appropriate tools and materials in alignment with safety protocols and industry best practices.
- Replace defective parts on technical equipment as necessary to ensure proper functioning of gear.
- Assist in constructing sets and installing scenery elements as needed.
- Assemble rigging systems for suspended scenery pieces such as curtains, backdrops, flats, platforms.
- Placed microphones in specific locations to maximize audio quality.
- Organize and store all stage props, costumes, lighting equipment, audio-visual gear, and other materials.
- Train new technicians in the use of technical equipment used in theatrical productions.
- Ensure that the set is properly lit according to the director's specifications.
- Set up and operate equipment for events such as lights, sound systems, microphones, and special effects.
- Test cables, cords, plugs, and other wiring components for electrical safety compliance.

Family Support Organization of Bergen  
County | Fair Lawn, NJ  
**Assistant Youth Coordinator**  
01/2009 - 01/2015

- Tasks included: scheduling meetings, note taking, and administrative duties
- In addition, supervised and managed youth to complete community projects
- Accomplishments: Successfully planned & completed local recycling project
- Raised awareness on mental health stigma for NJ youth
- Community outreach to get donation to fund youth programs.
- Monitored behavior of youths during activities to ensure safety at all times.
- Encouraged positive social interaction among youth through organized games and activities.
- Established relationships with local businesses in order to secure resources needed for program operations.
- Developed engaging activities to promote physical, mental and social development of youth.
- Coordinated and supervised programs for youth, ensuring a safe environment for participants.

## Education and Training

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Fair Lawn High School  
06/2012

## Websites, Portfolios, Profiles

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- CandidCins.com
- Github @ CandidCins

## Github

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CandidCins

## References

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- Eldar Ganiev, Youth Coordinator, 201-300-7328

- Hector Anaya, Head of Facility Operations, 347-513-4858
- Nick Tentillo, Audio Lead, 201-655-8923

## Certifications

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- CPR