




S. Alphaeus James

Developing meaningful ideas and winning operational strategies.

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	+1 (424) 279-0290

Dear Hiring Manager,

Thank you for considering my application. I wish to detail here my IT experience that may not be apparent on the attached resume.

I was a government contracted Systems Analyst (Non U.S.A.) where I would supplement the workload from the Head IT Department. The largest project in this capacity was the build of a 100 workstation call center.

In Los Angeles, I created workflow for law firms and a national court reporting agency, fully automating their operations and a successful transition to digital record keeping.

Providing stellar technical support has always been a part of my professional values and was often requested specifically to work with company's most demanding clients.




I'm fascinated by developing technologies and currently educating myself in Software Development and Machine Learning.

Regards,

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KEY FOCUS

Organizational Development
Production + Logistics
Digital Asset Management

SKILLS

Media Production
IT Systems Analyst
Website Development

SOFTWARE

Adobe Creative Suite
Google Suite Microsoft Office
Quickbooks Jira HTML CSS
Mac Windows Linux
Mobile OS
Proprietary - Friendly User

EDUCATION

B.A. Film & Television
University of California,
Los Angeles [2010]

LANGUAGES

Spanish

VOLUNTEER + AFFILIATIONS

The Brooklyn Grange
La Flor Wildlife Refuge
The Nevis Turtle Group
The Ocean Project
U.N.E.S.C.O.
Studio!

UBER / JUMP [2018 - Present]

- Manage daily shift operations for micro mobility startup, JUMP by Uber.
- Create high performing Hubs and Corrals utilizing maps, GPS and rider metric data.
- Lead team of technicians in deployment, recovery and troubleshoot operations.
- Balance the supply of vehicles in the field via remote live monitoring software.
- Onboard new staff and communicate company goals, policies and safety guidelines.

SHARED STUDIOS [2018]

- Ambassador for global cultural exchange through an immersive audio-visual platform.
- Coordinate delivery and logistics of installations (containerized cargo) globally.
- Produce interviews, event coverage and vertical videos for marketing & press.
- Evaluate and improve vendor and client relationships.

BUNNY LAKE FILMS [2016 - 2018]

- Boutique production company specializing in online branded content.
- Coordinate crew, travel, rentals, and facilitate on-set production.
- Clients: Calvin Klein, Revlon, Condé Nast, Zac Posen, Hugo Boss, Ralph Lauren.

DIGIFI LIFE, INC. [2016]

- Manage daily operations of busy New York based digital archival studio.
- Coordinate with technicians and track assets throughout archival process.
- Updated the client intake process and train staff to adopt new and efficient changes.

STUDIO! [2014 - 2015]

- Build and manage boutique photography studio in Los Angeles.
- Facilitate as Photographer or Assistant at client request.
- Develop workshop programs, partner with artists, and mentor young photographers.

VERITEXT LEGAL SOLUTIONS [2012 - 2015]

- IT / Media Specialist with national court reporting firm.
- Developed a faster, digitally automated workflow for the litigation department.
- Sync edit audio/video transcripts to over 500 depositions.

YOUNESSI LAW [2011 - 2012]

- IT Administrator to mid sized employment / personal injury law firm.
- Develop digitally automated workflow for client intake and attorney signage.
- Build and optimize file server incorporating proprietary legal software.