

Christopher James Hizo

Panorama City, CA 91402
818.231.4374
christopher_hizo@yahoo.com

Objective

Seeking to work with people or company that has growth potential within an innovative and growing industry, where my experience and abilities can be effectively invested and utilized.

Skills

Team player with excellent communication skills, flexible and dependable hard worker, goal-driven and takes initiatives, skilled at learning new concepts while working well under pressure, multi-tasking oriented. Proficient in Mac OS, Windows 10, Microsoft Word and Excel, Types 56 WPM, Adobe Illustrator, Photoshop and Premiere.

Experience

2014-Present

Freelance Coordinator

Los Angeles, CA

Coordinator

- Provides assistance in dealing between owners, clients and contractors
- Research and organize files, licenses, contract and agreements
- Coordinate with technician, builder and contractors
- Work with accountant and lawyers in regards to the company
- Perform clerical work and book keeping and scheduling

2013-2015

Zero South Documentary

Culver City, CA

Production Coordinator

- Maintain accountability of equipment such as lights, camera and props
- Organize, build and assemble equipment on set
- Coordinate with other coordinators, director, producers and talents on set
- Set Photojournalist/ Still photographer

2008-2013

The Massage Place

**Encino, CA
Santa Monica, CA**

Massage and Bodywork Therapist

- Setting up spa and work stations, while ensuring cleanliness and tidiness throughout the shift
- Consulting with clients to identify appropriate massage services
- Maintain records and filing documentation on all clients
- Well verse in Deep Tissue, Myofascial Release and Gua Sha or ISTM Technique

2009-2011

Marjyn Production

Oakland, CA

Production Coordinator

- Lead 2-3 member team in completing daily task
- Responsible for planning schedules of production
- Built necessary props and sets for production
- Coordinate equipment to be shipped to specific locations
- Perform clerical work, delivery and fulfill errands for the company

2005-2008

TelSource NJ

Los Angeles, CA

Field Engineer

- Performs Demarcation Point Extension of commercial broadband connections.
- Network upgrades from cabinet to router, server and other communication devices.
- Responsible for the Los Angeles Area Clientele for install, upgrade, and maintenance
- Provides Needs Analysis for new businesses

Education

2003 - DeVry University - Bachelor of Science in Telecommunications (Network and Communications) Management

2007 - Americana College - California Certified and Licensed Massage and Bodywork Therapist