

# **Carlos Carrillo**

Los Angeles, CA 90002

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## **Education**

Diploma in Computer Systems Technology

United Education Institute-Huntington Park Campus - Los Angeles, CA

April 2010 to July 2011

## **Software**

Avid Pro Tools, FL Studio, Cockos Reaper, Audacity, VB Audio, Articulate Studio 360, Microsoft office

## **Industry Experience**

### **Audio Producer/Engineer**

Occupational Safety Councils of America

February 2019 to Present

Manage and schedule vocal talent. Set up and test sound equipment. Direct recording sessions. Edit, record, synchronize, and mix tracks. In addition, enhance sound quality and add sound effects to recordings, collaborate with lighting, camera and other people. Maintained sound libraries and resolved technical issues when they arise.

### **Geek Squad Agent**

Best Buy - Los Angeles, CA

June 2018 to January 2019

Processed check-in and check-out experience of client devices. Specialized in set-up, repair, networking of computers and computer hardware. Assisted customers with tech support, pricing and maximized customer satisfaction by analyzing complaints and performing the right corrective actions.

### **Computer Technician**

Safe Mode Computing - Los Angeles, CA

February 2013 to April 2017

Maintained and repaired technological equipment. Set up hardware and installed software. Assisted with troubleshooting different computer issues, determined appropriate security measures and configured computer networks. Provided technical support on site, via phone and remote.