**Fred Torres**

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**EXPERIENCE**

**IT Support Technician Los Angeles, CA**

02/2020 – present

* Assisting Vote Center staff as needed with IT issues
* Act as foreman to 5-10 person IT team at various Los Angeles County locations
* Performing setup/configuration of all printers, laptops, Ballot Marking Devices (BMDs), and ePollbooks
* Setting up and breaking down all devices at up to 1,000 Vote Center locations throughout Los Angeles County
* Packaging voting equipment and peripherals for transport
* Monitoring and troubleshooting all electronic devices, including BMDs, printers, thermal printers, laptops, and ePollbooks
* Receiving technical support calls and troubleshooting devices with non-technical workers over the phone or at VC locations throughout Los Angeles County
* Documenting and tracking the return of voting equipment in multiple Asset Management systems
* Printer setup and troubleshooting
* Configure and prepare laptops with the operation system patches and application software; Running cables and determining the best methods for equipment placement
* Convey information to non-technical staff;
* Configuring, installing, and testing computers and printers

**concessions supervisor Los Angeles, CA**

03/2019 – present

* Supervise various concession stands and staff at large sporting venues and special events
* Supervise and evaluate employees; counsel; promote employee growth, efficiency, moral and teamwork
* Quality assurance of all food and beverage items and stands. Manage employer branding, posting optimization, and innovative candidate sourcing strategies
* Responsible for opening and closing concession stands according to expectations of management team
* Maintain a safe work environment by enforcing all safety standards
* Performed in-house administrative/ clerical duties as assigned
* Ensure proper product control, handling of inventory and equipment. Makes sure that staff follows all food safety/sanitation guidelines
* Help and display a positive attitude and support to staff/ teammates
* Supervise multiple cash outs and audits of POS workers
* Exceptional track record developing candidate pipelines and delivering direct sourcing strategies

**booking agent/ recruiter Canoga Park, CA**

07/2011 – 10/2018

* Booking shoots for agency represented talent. Managing operator for the studio, general office/administrative duties, talent management, technical support, payroll and light HR
* Lead, manage and develop the talent acquisition and organization of recruitment team across multiple locations in California, Nevada and Florida and New York
* Partner with other recruiting partners on areas related to talent acquisition, development and implementation of strategies and tactics for recruiting, development and retention of a robust pipeline of diverse talent and production companies
* Select and manage castings and recruitment related vendors. Conduct numerous prospect interviews
* Assess current programs and recommend opportunities for improvement, then continuously improve, streamline and strengthen our systems, processes and standard operating procedures to enhance the goals of attraction and retention
* Build strong relationships and partnerships with production companies and directors to stay current and anticipate hiring trends and implement talent attraction strategies
* Work closely with key colleagues and partner with leaders across business segments to attract great talent and committed professionals
* Basic Human Resources duties including creating, maintaining, filing and updating in-house staff/ client records
* Production coordinator duties during shoots included managing talent releases, payroll forms, etc. Tracking production documents, input lists of cast and crew. Set up and breakdown of equipment on locations
* Communicated directly with all of the company's clients and help them with all booking updates/ issues
* Daily in-person and online interviews for agency and agency projects

**sales/ support/ production coordinator Calabasas, CA**

09/2007 – 09/2010

* Oversee all Sales/Support Dept. under minimum supervision. Maintained lead position on all content sales
* Managed company’s internet site's projects
* Ensure company was represented in the development and delivery of shared online services
* Work closely with key colleagues in HR and partner with leaders across business segments to attract great talent and committed professionals
* Dubbing CDs and DVDs from master RAW tapes after tapes passed quality control stage. Fulfillment and of online content via FTP. Management of multiple websites
* Research & analyze global strategic work force planning initiatives focusing on opportunities to build upon a diverse candidate talent pool/pipeline
* Production coordinator for all of Matrix Content video/ photo shoots. Contact person for all talent agencies, crew, equipment rental companies and advertising agencies
* Booking talent, crew, make-up artists, and locations
* Responsible for all promotional posts on various online forums. In charge of weekly company newsletter and promotional email blasts to all webmaster clients
* Creation and distributing of all call sheets and shooting schedules
* Proper archiving of camera footage and all pertaining physical/ digital paperwork to comply with all industry laws and regulations

**content coordinator/ Production assistant Los Angeles, CA**

05/2006 – 02/2007

* Reviewed all content and documentation to make sure of 100% compliance with the Child Protection Act (18 U.S.C Section 2257)
* Responsible for media coordination and content delivery via mail or FTP upload to various locations
* Act as a liaison for talent, media producers/ crew, payroll company, talent agents
* Manage the company’s internet site projects
* Quality control of all received/ delivered media
* Creation and distribution of checks for vendors and employees
* Answer phones, screen calls. Input data into QuickBooks Pro for all locations
* Interface with vendors and partners in order to resolve any problems pertaining to billing. Assist in duties for other projects in a corporate office environment Booking talent, crew, make-up artists, and locations
* Production coordinator for all of video/ photo shoots. Contact person for all talent agencies, crew, equipment rental companies and advertising agencies all webmaster clients
* Booking talent, crew, make-up, and locations
* Fulfillment and of online content via FTP. Management of multiple websites

**EDUCATION roosevelt high school High School Diploma PASADENA CITY COLLEGE Graphic Design**

**SKILLS**

* Excellent project management skills - planning, coordination of work, detail orientation, highly organized, and good time-management
* Hard working, detail-oriented, and committed to producing great end results
* Strong organizational and customer service skills with attention to detail
* Ability to influence and build strong relationships at all levels and throughout the organization
* Ability to interact professionally with a diverse group of employees, executives, and managers
* Knowledge of all aspects of professional level recruitment
* Tech friendly with computer skills
* Personable and enthusiastic with a professional demeanor
* Proven ability to build and maintain strong relationships with customers and key external constituents, including vendors
* Excellent analysis and problem solving competence
* MS Office Suite (Word, Excel, Powerpoint, Outlook)
* Google Suite and Google Drive (Gmail, Docs, Sheets, Calendar, ect.)
* Adobe Photoshop