**Joseph Mukhtar**

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310.339.6687

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**EXPERIENCE**

**Encoder,** July 2019 to Dec 2019

**Technicolor** (Hollywood)

* Provided administrative and technical support for the Technicolor building at Sunset Gower Studios.
* Encoded source and raw material to editable offline and online formats; Prores LT, DNxHR LB. Workflow from Media Composer to Resolve, FCPX to Resolve, Premiere to Resolve, etc. while maintaining timing and framerate.
* Utilized EDLs and XMLs for the round-trip process.
* Stems, AAF, and OMF formats were utilized for synchronization between 44.1khz and 48khz SFX post workflows.

**Assistant Editor - Intern,** 2018-2019

Interloper Films – Pasadena, CA

* Operated on Adobe Premiere Pro, After Effects, & Media Encoder
* Reviewed dailies (raw footage) for a documentary feature.
* Transcribed audio recordings and prepped timecodes. Combined timelines for editor prepping. Gathered audio & image assets with retainable rights. Setup project delivery standards for post mastering.
* Davinci Resolve
* Dual operating system usage from MacOS to Windows while utilizing render farms, Nvidia GPUs, and AMD GPUs

**IT & Electronics Specialist,** March 2015 to March 2018

Arrowhead Mountain Spring Water

* Insured electrical safety standards were met
* Installed, configured, and built enterprise PCs for deployment
* Monitored network data
* Checked computer hardware (HDD, Handhelds, printers, monitors, etc.) to ensure functionality
* Provided orientation and guidance to users on how to operate new software and computer equipment
* Performed troubleshooting to diagnose and resolve problems (repaired or replaced parts, debugging etc.)
* Traveled to delivery truck locations to diagnose, repair, or replace Handheld systems all across southern California

**Administrative Specialist,** 2009-2015

David Geffen School of Medicine (University of California, Los Angeles)– Los Angeles

* Managed logistics operations in a loading dock environment
* Provided administrative support for the Dean’s office at the Center for Health Sciences & Human Genetics at UCLA.
* Supervised a team of dedicated employees
* Performed item audits
* Monthly maintenance routines to ensure optimal site operation

**EDUCATION**

**Master of Science in Cybersecurity & Information Assurance (In-Progress)**

WGU

2020 – 2021

**Master of Arts in Media**

Full Sail

2019 – 2020

**Bachelor of Science in Business Management (Graduated)**

Los Angeles Film School

2016 – 2019

**Associate of Information Technology**

Westwood College Anaheim

2007 – 2008

**CERTIFICATION**

**CompTIA A+**

CompTIA

2020 (Pending renewal)

**Google IT Support Specialist**

Certification - Google

2020

**PROFICIENCIES**

* Mac, Linux, Ubuntu, Kali, Windows, Active Directory, LDAP
* ACES, Adobe, Avid, CaptureOne, Blackmagic, Resolve, MLV, DNxHR, Prores, Reaper, Native Instruments Kontakt & Battery, Izotope Suite.