

Neil Shah

Cell: 917.428.7327 • neilbshah777@gmail.com

EXPERIENCE:

Activision Blizzard, Inc – Human Resources Asst. – Los Angeles, CA 5/13 – 7/13
Phone screened potential candidates for hire, interviews coordinating and scheduling, and generally assisting the HR team with whatever they required. Extensive use of Microsoft Office Suite applications.

Mosaic Audio – Audiobook Director – Los Angeles, CA 10/11 – 7/13
Directing/Sound Engineering the recording of audiobooks, which involves guiding narrators in recording a book from beginning to end, with the proficient use of Pro Tools software.

Tellus Leads Inc. – Office Manager – Los Angeles, CA 3/11 – 10/11
Maintained the Los Angeles office. Duties included, payroll, HR, accounts receivable, and other administrative and clerical duties.

Dimensional Fund Advisors – Admin. Assistant - Santa Monica, CA 9/10 – 3/11
Assist Vice-President and her team on various projects that require extensive problem-solving and organization. Extensive use of various computer applications, and familiarity with scanner, copier, and printer. Frequent written and verbal communication with colleagues.

Recorded Books LLC- Audiobooks Sound Engineer - New York, NY 5/09-12/09
Recording engineer & director of audiobooks. Directed narrators during studio recording sessions. Also proofed and edited audiobooks. Proficient with Pro Tools and other programs.

Related Management- Leasing Agent – New York, NY 4/06-08/07
Met with clients who were interested in leasing apartments in Manhattan. Extensive interaction with clients and substantial use of various computer programs.

Columbia Artists Management LLC - Assistant to Vice President – New York, NY 6/98-12/05
Supported Vice President with all administrative tasks. Planned logistics for world renowned opera singers, including visas, travel, accommodations, accounts management, contracts administration, and negotiating fees and engagements with various presenters.

EDUCATION:

University of San Diego
Master of Arts (English)
Shiley Fellowship 2004

Marymount Manhattan College
Bachelor of Arts (English)
Magna Cum Laude 1999

SPECIAL SKILLS:

Copious experience with PC and Mac: Highly proficient with internet/email, and various applications including MS Word, MS Excel, MS Outlook, (And comparable programs), Pro Tools and various other applications.

Typing: 60-65 wpm.

Excellent communication and writing skills.