312.361.0322

cldershem@gmail.com

Indianapolis, IN

## **Experience**

#### Orange 20 Bikes

Los Angeles, CA
October 2011 – June 2012

IT Management & Inventory Control

- Designed and implemented improvements to POS and inventory control systems
- Improved employee communications and morale greatly increasing efficiency
- Consulted with and trained management and employees on new processes and best practices
- Outlined and deployed new knowledge classes for employees
- Undertook numerous special projects to reduce loss, save time, and save money
- Advised and administered needed hardware and software imporvements

#### Camadeus Film Technologies, Inc

Los Angeles, CA

Rental Agent

June 2010 – September 2011

- Coordinated rentals from initial contact to delivery and return including invoicing, subrentals, and follow ups
- · Maintained and serviced equipment
- Implemented and maintained inventory control
- Supported customers both by phone and on location
- Handled equipment sales under \$35,000
- Improved office and warehouse efficiency
- Trained clients and employees through demonstrations and workshops

#### **Various Productions**

Chicago, IL & Los Angeles, CA

June 2002 - June 2010

Freelance Gaffer & Best Boy Electric

- Controlled the look of a film through lighting techniques
- Managed crew ranging from 2 to 20, including all personnel decisions
- Analyzed electrical needs and distributed power appropriately and safely
- · Serviced, repaired, and maintained equipment inventory
- · Acted as liaison between the Lighting Department, Production, and all other departments
- Maintained accurate and up to date personnel files, time cards, and budget for the department
- Kept a safe and efficient set

### Columbia College Chicago

Chicago, IL

Teacher's Assistant & Projectionist

August 2003 - June 2006

- Projected film in 35mm, 16mm, DVD, VHS, Beta, and MiniDV formats
- Maintained equipment and including troubleshooting issues
- Assisted students with questions
- · Assisted teachers in better conveying the material
- Taught classes occasionally in teacher's absence
- Managed equipment rentals and inventory

#### Education

### Columbia College Chicago

Chicago, IL

B.A. Film/Video - Cinematography Concentration

2003 – 2008

# Skills & Interests

- Proficient in Windows, OSX, and Linux operating systems
- Adept at most applicable software packages including many office suites, Final Cut, Avid, QuickBooks, OpenERP
- Working knowledge of environments and languages including HTML, CSS, PHP, MySQL, LATEX, various CMS's
- Willingness and ability to learn new things and skills efficiently along with the patience to teach others
- Strong troubleshooting skills Always focused on efficiency and finding solutions
- Excellent communication skills able to take direction as well as lead a team
- Exceptional customer service capable of creating and maintaining long-term relationships
- · Very capable of competently multitasking and able to keep up morale while doing just about anything
- Complete food, cooking, and cast iron nerd
- Always reading about technologies, tinkering with gadgets, and all around computer geek
- Passionate about cinema, cinematography, still photography specifically lighting
- Musician with very eclectic tastes Philip Glass and the Stooges extensive delta blues knowledge
- Avid cyclist, wishful randonneur, and dedicated velodrome attendee
- Currently learning Spanish muy lentamente