**Gregory Savariau   
505 Jane Street Bridgeport CT 06608**

**203-360-6099/203-971-8268**

**Objectives:** To apply my diverse skills within an organization and experience growth.   
**Experiences:**

**Video Editor/ Sound Engineer, Mission Station Production 2009 - present**

 Responsible for video and music production for clients.  
 Responsible to host co-host weekly 1 hour radio show “Temple Yard” on WBJZ radio.  
 Responsible to create advertisement for sponsors and clients.  
 Responsible to organize events, studio sessions, musicians and artist for production.  
 Responsible for selecting suitable media for advertisement placement on behalf of clients.  
 Responsible for achieving business objectives for advertising budgets.  
 Responsible to maintain studio equipment.  
 Co-writer/Videographer for television film series “**On The Way Up**”, A Mission Station Production film.

**Billing Coordinator Wahlstrom Group Sept 2001 – March 2009**

Monitors Accounts Receivable Balance and Aging Reports; focuses on the collection of past due balances for large accounts.  
Composes and sends collection letters for past due balances to clients; follows up with phones calls to incite timely payment.  
Prepare billing of directories from coding to mailing.  
Negotiates payment plans and/or prepares write-offs; submits to supervisor for approval  
Processes and apply cash receipts  
Handles requests for cash application, and debit and credit memo processing  
Prepares requests for refund checks

**Billing Administrator** **Albert B. Ashforth Inc. Dec 2000 -Aug 2002**

Prepare monthly rent bills for numerous corporate tenants.   
Generate and reconcile daily cash receipts, monthly account receivables and aging reports.  
Calculate real estate escalations four times a year.   
Maintain lease escalations as required.   
Maintain tenant database of all pertinent lease information.   
Maintain security deposit reconciliation scheduled on a monthly basic.   
Conducts research, oversees document management.   
Assist in preparing annual budget.   
Place collection calls to delinquent tenants.

**Bookkeeper, Standard Parking, Stamford CT July 1999 – Dec 2000**

Prepared journal entries for month-end closings.  
Analyzed and recorded data management reports.   
Verified daily revenue reports generated at other locations.   
Reconciled bank statements and customer accounts.   
Handle multiplies receivables.  
Prepared disbursement required to lease and management commitment.   
Manage one direct report.   
Handle credit and charge back.

**Inventory Specialist - Home Depot  1999 - 2001**

Complete the daily Action List  
Track orders using open purchase order reports  
Communicate pack downs to relevant department  
Communicate freight flow events and inventory /merchandising issues  
Use reports to improve ordering efficiency  
Update perpetual on-hand to maintain accuracy  
Maintain vendor review cycles  
Monitor and coordinate product arrivals

**Skills**

Provide Technical Support to include new installations, troubleshooting, incident management and problem solving for Adobe Premier, Adobe After Effect, Pro Tools , Nunedo, Wavelab and Avid Media Composer softwares.

Excellent knowledge in Excel, Microsoft Word and Power Point

Manage Security and Maintenance of hardware and software assets. Troubleshoot and repair audio and video equipment for recording/video studio.

**Education**

Norwalk Community College / Housatonic Community College

Pursue associate Degree in Mathematics