

MICHAEL HEGNER

PROJECT COORDINATOR



hegner123@gmail.com



804-334-6993



[http://www.linkedin.com/
in/michaelhegner](http://www.linkedin.com/in/michaelhegner)

Professional History

CarMax/Robert Half - Richmond, VA

Office Distribution Support

Jan. 2019 – present

- Utilize problem-solving, multi-tasking, and time-management skills to process approximately 10,000 pieces of confidential mail daily
- Utilize proprietary vendor management system to fulfill inter-departmental hardware needs
- Utilize Excel for data management and compilation

Actuarial Benefits & Design - Midlothian, VA

Administrative Assistant

Oct. 2016 – May 2018

- Used Adobe Acrobat to scan and file client bank statements
- Provided general administrative support for actuaries, including conveying client needs to the appropriate departments
- Used and was responsible for troubleshooting SQL database.

Education

Middle Tennessee State University

Bachelor of Science, Recording Industry Major, 2015

Minor, Entrepreneurship

Professional Skills

Adobe Acrobat

Microsoft Office (Access, Excel/Visual Basic, Outlook, PowerPoint, Word)

Fluency with both Microsoft and Apple OS

Experience with PMS (monday.com)

Experience with proprietary VMS

Excellent written and oral communication

Solid knowledge of vendor relationship management

Productive AV - Richmond, VA

AV Support Technician

Sept. 2015 – Jan. 2016

- Installed all AV equipment and displays: audio and video conferencing equipment, distributed audio, digital signage, control systems and all presentation systems
- Responsible for all inventory, including weekly/monthly stock levels, returning product (RMA) and inventory DOA issues
- Problem-solved and resolved any issues that arose during installation

Spacebomb Studios - Richmond, VA

Staff Recording Engineer

Dec. 2013 – Feb. 2016

- Collaborated with clients to translate creative vision to production
- Communicated with artists to demystify technical procedures and complex production concepts