

Isabel Ramirez

Austin, Texas Metropolitan Area



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Summary

As a creative of many trades I seek to work with talented professionals across a variety of fields in efforts to bridge technology, art, people, and the human connection. Let's chat over coffee and sketch your vision. Looking forward to connecting with you!

You can access my portfolio at <http://izzyramirez.virb.com/>

Looking forward to hearing from you!

Experience



Corpus Quality SME at Cognizant for YouTube Music

Cognizant

Feb 2021 - Present (7 months +)



A/V Technician

Christ Church Austin

Apr 2012 - Present (9 years 5 months +)



Photographer

Isabel R. Photography

Jun 2015 - Present (6 years 3 months +)

~Attend meetings with clients to estimate costs and develop a budget.

~Carrying out research and preparation for a shoot.

~Provide photography services to clients for individual, graduation, quinceanera, and engagement portraits.

~Provide photography services for commercial products and visual artist pieces.

~Edit and manipulate photos for clients' desired end product using Lightroom and Photoshop.

~Prepare images for print and web, then archive and send to client.



Music Analyst

Cognizant

Nov 2019 - Feb 2021 (1 year 4 months)



Runner Support, Moderator

Favor Delivery

Jun 2017 - Nov 2019 (2 years 6 months)



Multimedia Design Specialist

Texas Municipal Courts Education Center

Aug 2016 - Dec 2017 (1 year 5 months)

Troubleshooting, design, innovation, editing, and customer service, with copy, video, data, and graphics.



Production Coordinator

SXSW

Dec 2015 - Apr 2016 (5 months)

Communicating, coordinating, and finding clever solutions across a variety of fields and departments. Providing support for Production Technical staff in the areas of audio, lighting, video, and various contractors. Providing interdepartmental consultations regarding audio, lighting, and video production needs.



InDesign Content Editor

TMCEC

Jun 2015 - Dec 2015 (7 months)

Editing and improving content for texts & publications using the Adobe Creative suite.



Photo Assistant

Studio Uma

Nov 2013 - Nov 2015 (2 years 1 month)

Responsibilities include providing direct support to main shooter, Uma, an assistance to additional shooters. Specifically, locations scouting, equipment check, errand running, on site trouble shooting, customer service, lighting adjustments, light set up, props set up, vehicle accessibility, organization, schedule and time tracking, details.



Technical Administrative Assistant

McCoy College of Business Administration, Texas State University

Apr 2014 - Jun 2015 (1 year 3 months)

Provided daily support for the Accounting Department's technical needs including presentations, website design and website editing. Acted as department liaison with various student organizations.



Site Manager

SXSW

Mar 2015 - Mar 2015 (1 month)

Provided on site support during the Music Festival portion of SXSW 2015. Duties and responsibilities included production supervision, entrance enforcement, and acted as a general point of contact for on site leadership needs.



Assistant to the Dean, Administrative Assistant II

Texas State University

Jan 2014 - Apr 2014 (4 months)

Stepped in as maternity leave relief for the Assistant to the Dean of McCoy College of business. Duties and responsibilities included supervision of interdepartmental events, college calendars, providing quality service to students and parents and providing direct support to the college dean.



Social Media & Marketing Assistant

Own Your Own Universe

2013 - Mar 2014 (1 year 3 months)

The OYOU ("Own Your Own Universe") will one day be a community arts center in Hays County, Texas. In the meantime, while we save for the eventual home for the OYOU, it's a "Get-It-Done" grassroots operation with a goal of getting music and all things art into the ears and hands of folks that need it. The OYOU also provides group discussion on a variety of subjects to improve quality of life.



Student Admini

Texas State University

Oct 2008 - May 2013 (4 years 8 months)

Manage office administration and systems maintenance. Maintain overall cleanliness and appearance of the office spaces. Assisted students with Registrations and overrides. Assisted with the operation of office resources, supplies, and equipment. Assisted in designing and maintaining proper office records and filing systems. Other administrative tasks as assigned.



Fire Station Studio Manager

Texas State University

2010 - 2013 (4 years)

Provided administrative and technical support for music recording studio. Clients included students and industry musicians, engineers, and producers.



A2

ZACH Theatre

Jul 2012 - Dec 2012 (6 months)

Acted as A2 for the musicals Xanadu and Ragtime as well as assisted with the Opening Gala of the Topfer Stage with performers Brian Stokes Mitchell and Bernadette Peters. Filled in as A1/Sound Board Operator during the run of Xanadu. Acted as Sound Board Operator for Annie Jr.



Audio Engineer-Production Labor Crew

SXSW

Mar 2012 - Mar 2012 (1 month)

SXSW 2012: Supervised and assisted in the load-in, transition, and load-out of audio gear and musical equipment for Jack White. Acted as assisting engineer for various music venues on different nights, as well assisted with load-ins and load-outs throughout the week.



Audio Engineer-Production Labor Crew

SXSW

Mar 2011 - Mar 2011 (1 month)

SXSW 2011: Acted as assisting engineer for various music venues on different nights, as well assisted with load-ins and load-outs.

SXSW 2012: Supervised and assisted in the load-in, transition, and load-out of audio gear and musical equipment for Jack White. Acted as assisting engineer for various music venues on different nights, as well assisted with load-ins and load-outs throughout the week.

Education



Texas State University

Bachelor of Science, Sound Recording Technology

2008 - 2013

In a nutshell activities consisted of studying for classes from audio to music theory to physics and philosophy, kept a weekly recording studio manager position at Fire Station Studios, was employed as an administrative student assistant for 6 years where I was dubbed "Office Technician" and "Office Barista".



Texas State University

Minor, Photography

2008 - 2013

Skills

Music • Music Production • Social Media • Recording • Pro Tools • Microsoft Office • Audio Engineering • Sound • Editing • Social Networking