Robert J. Rutman

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Experience

July 2016 – Present

Freelance Web Designer, Los Angeles - *Web Designer*

- Creating design templates for websites
- Building responsive websites specializing in HTML, CSS, and Bootstrap
- Locate and fix bugs
- Work closely with clients to validate project requirements for technical feasibility

July 2016 – Present

Point 360, Burbank, CA - *Electronic Graphics Operator*

- Creating Main Title Design and Title Layout
- Creation of End Credits and End Roll
- Digital Titling, Inputting, Proofing and Rendering
- Dub Cards and Subtitles

Jan. 2015 – Present

Point 360, Burbank, CA - *Digital Distribution Operator*

- Distribution of both physical and digital media elements
- Creation and verification of both technical and contextual metadata documents (XLS and XML)
- Media transfers via various delivery methods including Aspera SCP, Faspex, FTP, Signiant, Media Exchange, Smartjog, Media Monorail and physical hard drive transfers.
- Utilizing, monitoring and interfacing with production databases and systems including MVIS, WSIS, ITJ and various in house methods of tracking assets

Aug. 2013- Jan. 2015

SDI Media Inc. Culver City, CA - *Lead Digital Asset Specialist*

- Data management- organization and management of data as associated with media files and inter-departmental workflows
- Ingesting and delivering audio/video deliverables to iTunes, Amazon, HBO, and other broadcasters and affiliates
- File management- maintaining disk allocation and organization for vast digital media library
- Updating and maintaining company's archive of tangible and digital media

Skills

HTML, CSS, JavaScript, Bootstrap, Web Design, Post Production, Photography, Photoshop, Ingestion and Delivery, Audio/Video Editing, Audio/Video Codecs, Frame Rates, Attention to detail, Self-organized, Multitasking, Prioritization, Ability to work in a fast-paced environment, team building skills, analytical and problem solving skills

Software

Apple and Microsoft proprietary Platforms, Photoshop, After Effects, Deko, Bridge, Adobe Camera Raw, Excel, Microsoft Word, Filemaker Pro, Rhozet, Final Cut Pro, Compressor, QuickTime Pro, Aspera Connect, Signiant, Automated QC platforms, Disk Allocation, Web-based delivery systems, Metadata Systems, Microsoft Word, Brackets, Note Pad++,

Education

Sep. 1999- Jun. 2003
Mountain View High School - High School Diploma

Sep. 2003- Jun. 2004
Clark College

Mar. 2017 - Current
Santa Monica Community College - Working towards degree in Web Design 2018