

# Juan Sanchez

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## Objective

I am seeking a position that will challenge my skills and expand my knowledge.

## Skills

- Microsoft Office proficiency
- Linux operating system
- Great attention to detail
- Time management
- Multitasking and organization
- Work well under pressure
- Self-directed
- Great communication skills
- Adapt well to procedural changes
- Committed to learning new skills

## Experience

### Data Archive Lead

#### Deluxe

**10/2020-present**

- Responsible for training of new employees, working with project management to prioritize workload, understand and enact new workflows, and be a point person for technical general questions and troubleshooting. Liaison between development teams and project management troubleshoot and meet deadlines.
  - Physically archiving data to LTO
  - Making sure deadlines are met.
  - Maintaining the SAN making sure storage is available for new material by archiving all created content or deleting old source material.
  - Ensure that all security protocols are followed when dealing with sensitive material, and must ensure accuracy for all data being managed

### Entry Level Data Operator

#### Walt Disney Studios – Burbank, CA

**12/2019-03/2020**

- Responsible for timely data deliveries and ingests, from and to physical and digital sources. As well as SAN management.
  - Login all physical media and track in asset management system
  - Ingest and deliver content, physical and digital
  - Notify corresponding project manager when their content is prepped
  - Monitor SAN storage availability, work with project managers to clear space when needed

### Data I/O Technician

#### Deluxe Technicolor Digital Cinema – Burbank, CA

**06/2017 – 12/2019**

- Responsible for handling all source and created content. Making sure all security protocols are followed and ensuring data ingests and deliveries are 100% accurate. As well as troubleshoot technical issues and escalate to appropriate parties when necessary.
  - Process work orders off a queue system
  - Maintaining proper SAN structure and monitoring SAN storage availability.
  - Writing and retrieving data from physical media (CRU, hard drive, USB, LTO)
  - Downloading and uploads via different transfer methods (Aspera Faspex, P2P, Slingshot, Signiant etc.)

#### **Vault Supervisor**

**Deluxe Technicolor Digital Cinema – Burbank, CA**

**06/2016 – 06/2017**

- Responsible for maintaining vault inventory, archives, facilitating courier exchanges, and ensuring all incoming, outgoing and internal elements are properly tracked between Deluxe facilities. As well as enforcing security protocols.
  - Training all new personnel
  - Maintaining master inventory – Recycling hard drives as needed.
  - Provide documentation and information to account teams, for any delays, difficulties or changes to workflow.
  - Vault scanning and updating locations weekly.
  - Creating FedEx, UPS, DHL shipments.
  - Arranging courier pickups and deliveries.
  - Confirming content on master drivers DCP (Digital Cinema Package).

#### **Vault Technician**

**Deluxe Technicolor Digital Cinema – Burbank, CA**

**11/2015 – 06/2016**

- Responsible for maintaining vault presence, facilitating courier exchanges, and ensuring all incoming, outgoing, and internal elements are properly tracked between Deluxe facilities.
  - Follow all security protocol and properly move physical media within Deluxe facilities
  - Prepare elements for pickup (courier, FedEx, UPS, DHL)
  - Login all incoming physical media to database
  - Update account representatives on order and delivery status

#### **Data I/O Technician**

**Deluxe Technicolor Digital Cinema – Burbank, CA**

**03/2015 – 09/2015**

- Responsible for handling all source and created content. Making sure all security protocols are followed and ensuring data ingests and deliveries are 100% accurate. As well as troubleshoot technical issues and escalate to appropriate parties when necessary.
  - Process work off a queue system
  - Maintaining proper SAN structure and monitoring SAN storage availability.
  - Writing and retrieving data from physical media (CRU, hard drive, USB, LTO)
  - Downloading and uploads via different transfer methods (Aspera Faspex, P2P, Slingshot, Signiant)

#### **Receiving Coordinator**

**Deluxe Technicolor Digital Cinema – Burbank, CA**

**04/2014 – 03/2015**

- Responsible for making sure that work orders are completed accurately. Making sure that deliveries make deadlines and that the right content is delivered. Data entry, updating database with recent information.

Entering new elements and keeping track of them. Follow all security protocol and properly move physical media within Deluxe facilities

- Prepare paperwork and elements for deliveries
- Setup FedEx, UPS and courier services for pickups
- Communicate with Studio Coordinators in regards of their shipments
- Ensure that the database is up to date and accurate
- Submitting client elements into our database and keeping track of them

## **Education**

### **High School Diploma**

**Arleta High School** – Arleta, CA

**06/2012**

## **References** Available upon request