

Steven Sovak

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Objective

Work, grow and learn with a team of dedicated individuals of all backgrounds to accomplish media goals and create growth opportunities for an organization.

Experience

April 2013 – December 2017

Memorable Inc. – 3336 Commercial Avenue, Northbrook, Illinois 60062

Film Technician > Production Manager > General Manager

- Beginning as a Film Technician, duties included prepping and cleaning film (8mm, Super 8mm, 16mm), operating an MWA Flashscan HD film scanner, data entry and making sure digital assets were organized and ready for post-production.
- As Production Manager, oversaw all departments of production (Film, Video, Imaging, Audio and Post Production), managed incoming and outgoing orders in shipping & receiving.
- Managed marketing efforts through Amazon, Google, Facebook, Twitter, Instagram and MailChimp.
- Headed the Harvard University athletics department cloud archiving project. Collected information, researched and cataloged years of analog formats containing assets such as game and practice footage through metadata spreadsheets. Delivery of digital assets in multiple extensions on hard drives as well as uploading to a completely searchable cloud based site for alumni and fans.
- Assisted in a full rebranding of Pixel, LLC to Memorable Inc.
- Managed Memorable's Amazon online storefront, maintained inventory of in-house and fulfilled by Amazon products.
- As General Manager, maintained all responsibilities of Production Manager, leading all correspondence with large archive clients. Continually led a team of individuals to complete projects with various deadlines and deliverables including uploading to a proprietary cloud storage mobile application hosted through AWS.
- Assisted Henry Ford Health System in beginning a large-scale archiving project for analog materials. Helped develop a budget, explain the different non-digital assets in their collections, file types and storage options for the assets once in a digital state.

August 2012 – April 2013

Staples – 1509 Waukegan Road, Glenview, Illinois 60025

Easy Tech Associate > Inventory Specialist

- Beginning as an Easy Tech Associate, in-taking computers diagnosed issues and fixed them. Assisted customers with electronic purchases.
- As Inventory Specialist maintained accurate inventory counts of all products, managed office supply associates and insured returns were sent back to manufacturers and distributors on schedule.

Education

Columbia College Chicago, Class of 2011 - Bachelor of Arts (BA) - Film

Primarily focused in screenwriting. Well versed in 16mm film as well as digital formats, used various cameras for production. Wrote, produced, directed, shot and edited for multiple short films with a limited crew working to meet deadlines.

Maine East High School, Class of 2007

Strong presence in the Fine Arts department as four year broadcasting student in a program in which the curriculum included radio, television and film. Station manager of the school's radio station 90.5 FM – WMTH, the longest running high school radio station in the country. Achievements including Radio student of the year (06-07) and Maine East Merit Award for Fine Arts. (07)

Skills

Advanced knowledge of Microsoft Office, Google Drive, Final Draft, Celtx, Premiere Pro, Final Cut Pro, Photoshop, Lightroom, Illustrator and Edius. Experienced with digital media asset management solutions.