

## FUNCTIONAL RESUME

# Suzie Kew

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**OBJECTIVE**            Technical Director

**EDUCATION**            **B.A. in Communication: Mass Communication**            **2007**  
California State University, San Bernardino

## SUMMARY OF SKILLS

### *Technical Skills~*

- Experienced in the installation of technical equipment for special projects and presentations; integrate the use of lighting, sound, and visuals for maximum front-of-the-house effectiveness.
- Perform board and component level repairs and maintenance with strong diagnostic abilities.
- Technical installation and troubleshooting of off-site auditorium production involving a 45-piece orchestra.

### *Organizational Skills ~*

- Supervise work crews and coordinate work schedules of technical volunteers.
- Trained over 30 service and volunteer employees in equipment handling, maintenance, operation, and systems interface.
- Coordinated efforts for planning, selection, and purchase of new audio and video equipment for 10, 000 seat concert venue.

### *Communication and Interpersonal Skills~*

- Demonstrated ability to successfully supervise large technical crews for major events.
- Excellent written and oral communication skills.

## WORK EXPERIENCE

*Technical Director*; The Grove Theater, Anaheim, CA            2006-present  
*Production Coordinator*, CSUSB Theater Arts Dept.            2004-2007

## COMPUTER SKILLS

Word, Adobe PhotoShop, Macromedia 4.0, Teach-Text.

## REFERENCES

Available upon request.

