

Jason Singer

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Objective

To find a permanent position in the motion picture industry that utilizes my graphic, marketing, and managerial skills in a creative and fast-paced environment.

Summary of Qualifications

Marketing Support/Graphic Design

- Experienced in many facets of marketing strategizing, including concept formation, brand strategizing, focus group utilization and monitoring, graphic design and rollout.
- Trained and proficient in numerous computer graphic- and multimedia-creation software packages.
- Highly creative; can facilitate brainstorming sessions and utilize them to push conceptual boundaries in a team environment.

Team Management & Collaboration

- Team leader, trainer and mentor; optimizing staff performance and productivity.
- Experienced in communicating vision and facilitating team collaboration.

Office Management & Administration

- Seven years experience reporting directly to high executive level management.
- Excellent organizational, administrative, and time-management skills.
- Managing multiple projects without compromising quality.
- Excellent telephone, speaking and social skills in any client or talent situation.
- Perform well in busy and high-stress environments.
- Proficient bookkeeping skills, including financial reporting utilizing Quickbooks Pro.

Relevant Experience

EOLAS CONSULTING, LLC, Chicago, IL 2000 to 2001

Partner

- Partner in Knowledge Management consulting firm.
- Managed and led design teams in all graphical elements of firm's output.
- Wrote, designed and produced presentations, web elements, marketing tools, and task outlines.
- Produced educational materials, user documentation and HTML help-pages.
- Led training groups and sales presentations for clients.
- Created collateral materials for sales presentations for both the partnership and clients.
- Identified problems, diagnosed causes, and determined corrective actions for graphic and communications strategies.
- Coordinated client relations including intra-client decisions.
- Monitored work between vendors and designers.

PIXEL ELIXIR & AURAL ALCHEMY, Chicago, IL 1999 to 2001

Owner

- Owned and operated web site creation and web sound design company.
- Devised a web "persona" for each client as a means to create a web presence.
- Developed and designed "soundtracks" for web sites.
- Conceived, designed and generated graphic elements and flow patterns for content dissemination.
- Prepared proposals and conceptualization reports for all new business.

Continued...

EOLAS TECHNOLOGIES INC., Chicago, IL 1996 to 1999
Assistant to the President & Office Manager

- Advised the President and CEO of the company.
- Coordinated and participated in meetings between company and investment groups, shareholders, and prospective technology partners.
- Created and gave static and animated PowerPoint presentations.
- Managed all financial and administrative records and produced monthly reports for the President.
- Executed daily operations including reviewing, screening, and responding to mail and phone contacts for the President, maintaining daily schedule, and arranging all travel arrangements.
- Maintained close personal contact with Shareholders and Executives.
- Collaborated on marketing strategies and campaigns.

HIRSCH MARKETING, Los Angeles, CA 1988 to 1989
Concept Writer and Creative Assistant

- Wrote concepts for major brand name clients for qualitative and quantitative purposes.
- Wrote guidelines, screening questionnaires and reports for focus groups.
- In constant contact with executive level personnel from Fortune 1000 corporations including PepsiCo, Anheuser-Busch, General Mills, and CBS Sports.
- Responsible for visiting clients, including travel arrangements, hospitality and scheduling.

THUNDERBIRD THEATER COMPANY, Los Angeles, CA 1987 to 1989
Managing Director

- Founding member, marketing director, board member, primary fund-raiser and artist for not-for-profit arts organization.
- Solely responsible for all marketing and public relations decisions.
- Raised over \$200,000 in private funding in an eighteen-month period.
- Created and maintained relationships with over 200 media personnel in the greater Los Angeles area.

*Additional past employment includes theatrical, performance and music oriented positions.

Technology and Other Skills

- Web site construction with specialization in site conceptualization.
- PC and Mac proficiency.
- Basic HTML.
- Macromedia Dreamweaver, Fireworks and Flash.
- Adobe Photoshop, , Illustrator, Premiere, GoLive and Acrobat.
- Microsoft PowerPoint, Word, Excel, FrontPage, Project and Access database design.
- Quark XPress
- Sonic Foundry Sound Forge, Vegas and Acid Pro.
- Apple Final Cut Pro and Pinnacle Studio
- Intuit QuickBooks Pro.
- Streaming content creation including Real Media, MP3 and WMA formats.
- DVD formatting and creation.
- Professional actor, singer and voice-over artist.
- Professional musician (saxophone).

Education

Bachelor of Science in Theatre, NORTHWESTERN UNIVERSITY *Evanston, IL*
Computer Graphic Design, INT'L ACADEMY OF MERCHANDISING AND DESIGN *Chicago, IL*
Improvisation, SCHOOL OF THE SECOND CITY *Los Angeles, CA*