

MERIDEE ALBRECHT

Customer support
Trainer/Media Production

Outgoing, energetic administrative professional with 20 years proven experience.
Exhibits superior competence in customer services, research and organization.

CONTACT

📞 206-261-9961

✉ Merideealbrecht@yahoo.com

📍 Austin, TX

🌐 /albrechtm/

EDUCATION

Associates Arts

Journalism

Highline College

Television

Production Highline

College

Production Intern
911MediaArtsKCTS

VOLUNTEERING

Spokane Film Project Board
Member

2022- present

Women in Film -Seattle

TST(Second Tuesday) Committee
2020-2022

Women In Film Austin

Member

2022 - present

Toastmasters International

Spotlight Toastmaster

Co-founder

Leadership/public speaking

2010-present

WORK EXPERIENCE

Video Production

2001 – 2024

PopAustinMedia

Editing weekly podcast - 2023

Cinematography

Wishful Dancing - 2017

Coursework 2020-2024

- Black Magic Design Pocket Cam Podcast Kit - Austin Public
- Adobe Premiere Pro CC
- Editing in Premiere Pro
- Masterclass Video Editing in Premiere
- Adobe After Effects
- Complete course from novice to expert
- Basic animation In Adobe After Effects
- Video Production Bootcamp- Videography, Cinematography
- The Power of the P.A. Course

Nanny/Family caregiver

Mar 2014 - Nov 2019

Customer Service Representative

Chasing Fireflies| 2011-2012

- Entered data and processed orders

Temp worker

Data entry/Census Bureau - crew leader/Ups driver assistant

2010 - 2011

Inbound Customer Service Representative

Xerox| 9/2007-12/2009

- Orchestrated Project Daylight to ensure copies and printers were moved while causing the least amount of disruption to workflow
- Arbitrated multiple projects for Fortune 100 company, while consulting company IT Manager
- Streamlined on call support for up to 800 clients at three company sites
- Analyzed and investigated networking 40 high-end multi-function devices to ensure work was completed for aerospace engineers

Access Coordinator

DCTV | 2001 — 2005

- Fielded front desk, greeting guests and answered inquiries
- Modified hard drives storage
- Resolved technical issues in editing suites and studios
- Educated producers with camera and editing
- Produced shoots for community groups