

SKYE ROESSLER

DETAILS

PHONE

317-362-7099

EMAIL

skye.roessler@gmail.com

SKILLS

Time Management

Microsoft Excel

Critical thinking and problem solving

Creativity

Customer Service

Communication

Microsoft Office

Ability to Work in a Team

Ability to Multitask

Ability to Work Under Pressure

Strong Communication Skills

Microsoft Visual Studios

Microsoft Office Suite

Effective Time Management

Detail Oriented

Microsoft Office Suite

Nuendo 8

Avid Pro Tools

Audio Editing

Strong Critical Thinking

Highly organized and efficient

Flexibility and Adaptability

Android App Development

EXPERIENCE

Project Coordinator

Network Engineering Technologies

Jul 2021 — Present

Worked closely with project managers and engineers to ensure project needs were fulfilled and budgets were honored. Brought forth familiarity with project management software and tools. Worked in collaboration with the senior project manager to define project goals and establish a timeline and plan to achieve them. Effectively determined and defined project scope and objectives. Worked to ensure successful project execution according to established objectives, timelines, and costs. Developed key project goals and worked collaboratively with teams to meet those goals.

Fullfillment Expert

Target

Mar 2020 — Jul 2021

Properly prepared, packed and sorted guest orders for shipment using correct materials in a timely manner. Assisted in managing team to help meet store metrics and time goals. Utilized tools available to create an accurate and efficient workflow for each day. Excelled in communicating with team, other departments, and management for a productive work day. Possessed a great understanding of the usage for devices, software, and heavy equipment required for daily tasks. Monitored and communicated with leadership when supplies were needed.

Sound Designer | Web & Mobile Developer

321 Fast Draw

May 2018 — Jan 2019

Performed and built upon general sound design and audio engineering techniques for VR and animations. Designed and developed mobile application for android devices. Designed and implemented updates to company websites to be both functionally and visually pleasant for users. Developed and scheduled original copies and content for posting on social media outlets. Presented weekly analytic and reported on areas where we could improve, as well as areas where we were currently striving

Sound Design & Programming Tutor | Student Worker

Columbia College Chicago

May 2017 — May 2018

Performed general IT tasks for labs and classrooms. Advanced students' skills and understanding through tutoring in audio software, design, and post production. Completed troubleshooting and developed solutions for technology and equipment issues. Managed the department equipment and inventory. Managed upkeep of the department facilities.

Shipping and Inventory Clerk

TKO Graphix

Jun 2014 — Jan 2017

Produced data entry for both shipping and inventory departments. Completed order tickets and managed packaging and shipping. Accomplished accurate counts and updated inventory totals within the company every day. Maximized workflow through preparation and ability to perform intense physical activity.

Attention to Detail

Data Analysis

HTML

C# Programming

Adobe Creative Suite

Procreate

EDUCATION

**BA, Game Sound Design & Music Technology -
Interdisciplinary, Columbia College Chicago**

Chicago, IL

Nov 2018 — Nov 2018

High School Diploma, Decatur Central High School

Indianapolis

Aug 2010 — May 2014

REFERENCES

Mark Quilhot from Columbia College Chicago

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Maria Raducanu from 321 Fast Draw

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Autumn Scruggs from Wizards of the Coast

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Erik Penniston from Target

262-745-0271