

LATOYA MOBLEY

Jacksonville, Florida

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OBJECTIVE:

Seeking the position of Sound Technician, with diverse training and background in Broadcasting Production Management, studio operations, and media desk operations. Experienced in pre- and post-broadcasting processes and coordination of media transcription, enhanced by keen attention to detail and understanding of digital platforms.

EDUCATION / TRAINING:

B.S. degree in Communications / Digital Media Production Edward Waters College, Jacksonville 12/2023

Media Software:

- Adobe Creative Suite: Online photo editing applications
- DaVinci Resolve: Video Editing Software
- Avid iNews software: edits, manages, and stores playout media
- Dalet Galaxy: a Media Asset Management (MAM) and Workflow Orchestration platform

Commercial Driver License certificate Heart of Georgia Technical College, Dublin GA 2010

Aviation Administrationman "AZ" (logistics) "A" school U.S. Navy, Meridian MS 2007

EQUIPMENT:

Personal equipment available: Audio mixer, Boom pole with Dead Cat, two Lava mics

HIGHLIGHTS OF QUALIFICATIONS:

- Knowledgeable in utilizing a variety of media software application as well as Microsoft Power Point proficiency.
- Utilizes various media workflow engines that boost productivity and agility while improving operation and business visibility across media enterprises.
- Able to multi-task and pay attention to details when setting priorities and coordinating work.
- Reliable worker with a positive attitude who adheres to safety procedures.
- Dedicated to completing tasks accurately while using excellent time management skills.
- Interacted with vendors and departmental personnel to negotiate contracts, receive invoices, and complete assignments.
- Demonstrated ability to easily transcend cultural differences.
- Flexible to work independently as well as works collaboratively on a team.
- Communicates well both orally and in writing.
- Possesses exceptional customer service, team building, and leadership skills.
- Proficient with Windows: Microsoft Word, Excel, Power Point and Outlook applications.
- Skilled with supply requisitioning, receipt, and issue procedures; record keeping and databases, inventory management, and material security procedures.

EXPERIENCE:**Student** **05/2021 to 12/2023**

Full-time student Edwards Waters College, Jacksonville, FL

Completed all coursework to earn bachelor's degree in communications / Digital Media Production.
Participated in hands-on training as a student intern with these companies.

➤ Internships **Jacksonville, FL** **06/2022 – 12/2023**

Production Intern, Postproduction Department, Kennetics Productions, Inc.

- Created PowerPoint presentations for managers to present design concepts to clients for commercial and marketing purposes.
- Reviewed original work and edited digital media content to meet time parameters.
- Assisted on sets with camera and lighting with creating new Instagram video series.

Film Production Manager Assistant, Post-production Dept., Kage Cage Productions

- Created filming schedules and managed production teams for the films.
- Oversaw production logistics, coordinated across departments, and managed timelines.
- Checked all video, lighting, and audio equipment to ensure in good working order.
- Ensured efficient resource use from pre- to post-production for successful film execution and editing.
- Loaded equipment properly for safe and secure transport.

Audio Department Internship FOX 30/CBS Action News Jax

- Directed studio floor operations for live and recorded programs.
- Coordinated activities, and ensured smooth operations.
- Edited recorded programs using Dalet Galaxy.
- Operated prompter accurately during shows and contributed proactively to digital platforms.

Homemaker **06/2020 to 04/2021**

End of pregnancy and childbirth Jacksonville, FL

Commercial Truck Driver **10/2018 to 05/2020**

FED EX Corporation full-time Jacksonville, FL

- Experienced Over-the-road driver of straight trucks and Doubles.
- Assigned to Jacksonville to Savannah route daily due to detailed record-keeping and reliability.
- Prepared and maintained detailed reports of freight, deliveries, mileage records, and maintenance reports – both in writing and online.
- Recognized by leadership for providing excellent customer service to business consumers.
- Upheld physical ability to meet lift requirements and pass routine DOT screens.
- Maneuvered trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Collected delivery instructions from appropriate sources, verifying instructions and routes.
- Maintained logs of working hours and of vehicle service or repair status, following applicable state and federal regulations.

Event Artistic Manager / Finance Administrative Assistant **01/2015 to 08/2018**

VLF Entertainment Management

full time

Miami, FL

Artistic Manager:

- Contacted artists and offered information as to how company services would enhance their scheduling and media presence.
- Primary clientele contact that responded to all issues addressed by artists and resolved any conflicts that arose.
- Scheduled all aspects of events and artist tours, to include transportation and lodging.
- Boosted brand visibility through media development campaigns on web, Facebook, and Instagram platforms.
- Managed and curated company business through social media venues, enhancing audience engagement.
- Analyzed metrics of social interactions and radio spins for campaign insights, guiding promotional strategies.
- Role demanded attention to detail and expertise in Adobe Creative Suite.

Administrative Assistant:

- Prepared and maintained schedules of Finance Department leadership.
- Attended and took minutes at weekly staff meetings and prepared monthly reports.
- Contacted and responded to customer inquiries about financing for potential services offered.
- Assisted with resolving concerns involving outstanding customer debts.
- Proficient in use of Microsoft Suite programs.
- Flexible to work independently as well as being on a team.

Aviation Administration (AZ) / Ship's Store Manager **2007 - 2008**

U.S.S. Pinckney DDG-91

full-time

Naval Base (32nd St.), San Diego, CA

- Utilized the Naval Aviation Logistics Command Management Information System (NALCOMIS) for input, verification, and validation of data pertaining to all aspects of aeronautical equipment and components related to Naval Aircraft.
- Ship Store's shift leader. Requisitioned, tracked, and received various stock items that included a variety of essential and desired goods, including perishable items.
- Tracked and recorded inventory on paper and in database daily. Submitted reports to Supply Officer weekly.
- Scanned merchandise, and accepted various forms of payment of cash, credit card, and debit card transactions.
- Prepared financial reports of the funds received.
- Oversaw inspections, shipping, and packaging of varied supplies.

REFERENCES:

Available upon request