

ROBERT ALMEIDA

9401 Gail Court • Thornton, CO 80229 • 720-224-6477 • robalmeida9@yahoo.com

Profile

Career driven. Searching for shared visions of success that incorporate business and community. Improves skills even when at the top of the game. Builds rapport with team members to execute said visions.

Behind the scenes – does the dirty work others get credit for. Demonstrated ability researching and analyzing problems others won't.

Skills

COMPUTER

- Microsoft Excel
- Microsoft Word
- Adobe Photoshop
- Adobe After Effects
- Final Draft
- Final Cut

PROFICIENCIES

- Customer Service
 - Copyrighting
 - Digital Content Management
 - Editing
 - Eye for detail
 - General Office Skills
 - Marketing
 - Project Management
 - Research
 - Storyboarding
 - Troubleshooting
 - Writing
-

Professional Experience

COMMUNICATION

- Excellent skills in proofreading, writing, and communicating
 - ⊕ Wrote and revised *Legends of St. Nick* spec script
 - ⊕ Writing a musical play for students K-5

PROJECT MANAGEMENT & ORGANIZATION

- Leads various projects and coordinates various tasks
 - As a writer:*
 - ⊕ Research, outline, write, revise, and register copyrights for scripts
 - At ASR:*
 - ⊕ Scheduled and coordinated employee projects
 - ⊕ Budgeted projects for residential homes/condos in Finishing Department
 - ⊕ Provided expense reports for 75-100 residences within Mold Division
 - ⊕ Ensured accurate timecards for 50 employees in Ram Jack/Mold Division/Finishing Department
 - ⊕ Procured engineering reports & building permits for several cities/counties/towns

MARKETING & TECHNOLOGY

- Markets loglines,/POPs/query letters/synopsis/treatments to secure representation of agents/production companies
 - Tech Guru
 - ⊕ Finds ways to best use software and social media to reach customer base
-

Employment History

WRITER – Thornton, CO

Freelance, 2008 - Present

ASR COMPANIES, INC. – Lakewood, CO

Assistant Project Manager, 2006 - 2008

Education

ART INSTITUTE OF COLORADO – Denver, CO

Bachelor's Degree in Visual Effects & Motion Graphics, 2003-2005

FRONT RANGE COMMUNITY COLLEGE - Westminster, CO

General Education, 2000

SKVIEW HIGH SCHOOL – Thornton, CO

Diploma, 1999