

Anna Backens

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Professional Summary

Dedicated, hardworking, and ambitious broadcast professional that has a commitment to high-quality work. Has had a variety of work experiences including Master Control Operator, FEDEX package handler and delivery, administrative assistant, warehouse associate, landscaping, and instructor of fitness. Enjoys a competitive work environment. 4 + years of professional experience in the field of TV/Media Production.

Willing to relocate to: Longmont, CO

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Work Experience

Inventory Control Specialist

Titan Fittings-Denver, CO

November 2023 to Present

- Managed and maintained accurate records of all incoming and outgoing inventory
- Collaborated with cross-functional teams to develop and implement efficient warehouse processes
- Developed and implemented standard operating procedures (SOPs) for inventory control processes
- Performed regular cycle counts to maintain accurate stock levels throughout the warehouse
- Liaised with customer service team regarding order fulfillment status updates

Master Control Operator

Nexstar-Denver, CO

September 2022 to August 2023

- Assessed channels to verify compliance with federal regulations.
- Performed root cause analysis across diverse set of technologies.
- Checked equipment to verify compliance with FCC regulations.
- Conferred with station personnel to enhance audio and video levels during programs.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Resolved equipment issues by identifying problems and utilizing appropriate troubleshooting methods.
- Handled quality control for on air content during live news broadcasts.

Heinz Warehouse Associate

Heinz Kraft-Winchester, VA

January 2021 to March 2022

- Resolved equipment issues by identifying problems and utilizing appropriate troubleshooting methods.
- Used pallet jacks to move items to and from warehouse locations.
- Kept shelves, workstations and pallet areas neat and tidy to maintain safe work environment.
- Prepared and completed warehouse orders for delivery or pickup according to schedule.

Video Editor (content Producer)

Heritage Church-Chesapeake, VA

March 2018 to January 2020

- Video creation and editing in Final Cut Pro X Software
- Edits scenes and determine which will end up on cutting room floor and audio and visual adjustments
- Trims footage segments and put together the sequence of the film and input music, dialogues, graphics and effects
- Studies and collaborates scripts regarding the church's goals in videos.
- Reviewed video and selected best footage for storytelling..

Master Control Operator

WTKR-Norfolk-VA

February 2017 to May 2019

- Performed on-air switching for live events and for program accuracy
- Prepared programming material for on-air playback via automation system
- Monitored transmitter and tower
- Worked well within a team and independently with minimal supervision during shifts
- Verified all on-air audio system and recorded levels.

Education

Mass Communications (Bachelor's degree)

Christopher Newport University

May 2003 to July 2008

Skills

- Regulatory compliance
- Adobe Premiere
- Video Editing
- Warehouse management system
- Network protocols
- Logistics
- Database software proficiency
- Mobile devices
- Driving
- Electrical parts
- Hospitality
- Labeling
- RF scanner
- Outdoor work
- Manufacturing company experience
- Math

- Front desk
- Computer operation
- Computer science
- Blogging
- Heavy lifting
- Logistics inventory management
- Inventory control
- Data entry
- Computer literacy
- Electrical experience
- Quality control
- Organizational skills
- Video Content Development
- Rendering
- Manufacturing
- Package delivery
- GPS
- Typing
- 65 WPM
- Google Docs
- Good work ethic
- Retail store experience
- Computer Networking
- Adobe Photoshop
- Pallet jack
- Zoom
- On air signal accuracy
- Retail sales
- Unloading
- Video shooting
- Content development
- Microsoft Office
- Physical inventory counts for inventory management
- Moving
- Customer service
- Research
- Writing skills
- Final Cut Pro
- Audio engineering
- Grocery store

- Inventory management systems
- Forklift
- Windows
- Social Media Management
- Warehouse experience
- Leadership
- Photography
- Microsoft Excel
- Filming
- Teamwork
- Lifting
- Operations
- Order picking
- Electric pallet jack
- Google Sheets
- Microsoft Teams
- Statistics
- Storyboarding
- Inventory management
- Adobe Creative Suite
- Attention to detail
- Excel data analysis
- Databases
- Design systems
- Restaurant experience
- Final Cut Pro X
- Stocking
- Technical troubleshooting
- Video production
- Climbing
- Computer skills
- Microsoft Outlook
- Carpentry
- Telecommunication
- Phone etiquette
- FDA regulations
- Time management
- Creative writing
- Network security

Certifications and Licenses

Pallet Jack Certification

Hazmat Endorsement

Driver's License