

Deidre Moog

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To obtain an Administrative/Executive Assistant position with an innovative organization. Utilize and improve my skills, learn and advance my qualifications.

◆ Summary Of Qualifications ◆

- ✦ Executive administrative support skills with strong computer usage in a variety of programs.
- ✦ Managed Hotel and Conference arrangements for clients, manager, and director.
- ✦ Able to handle large volume of duties with timely delivery.
- ✦ Research analyst using a variety of unlimited resources for accuracy and efficiency.
- ✦ Strong problem-solving skills with the ability to meet deadlines.
- ✦ Video production experience from start to finish.
- ✦ Video edited short form and long form programs.
- ✦ Manage Directors calendars.
- ✦ Freelanced photography, social media, graphic design and web design capabilities.

◆ Technical Tools ◆

Software Adobe Creative Cloud, Microsoft Office, Google Docs, Outlook, Salesforce and much more.

Equipment: PC, Mac Pro, laptops, tablets, hard drives, Professional digital cameras, Audio and lighting proficient, printers, copiers and fax machines and more.

Production: Producing, Directing, Editing, Scriptwriting, Event Coordinating, traffic coordinating, filing, data processing, accounting, scanning.

Other: Video distribution to YouTube, Daily Motion, Yahoo Videos, Facebook, etc., some web design and graphic design.

◆ Professional Experience ◆

Music Lyric Transcription

Welocalize

Aug. 2017 - Present

Independent contractor, provided transcription services for an online provider. Processed several songs in English as available including multiple genres.

Hotel Coordinator

Klein and Company

Oct. 2016 – Aug. 2017

Golden, CO

- ✦ Served as initial point of contact for policy holders in need of temporary hotel housing.
- ✦ Effectively searched and booked all hotel reservations for assigned claims.
- ✦ Accurately made reservations and documented all notes in Salesforce as to avoid errors.
- ✦ Worked independently, high organization, planning, scheduling, coordinating, problem solving and making decisions and judgements relating to assigned hotel projects.
- ✦ Mindful of budgeting constraints and high attention to detail.

Executive Assistant —Office of Catholic Schools & Accounting
Archdiocese of Denver Mgmt. Corp.

Oct. 2011 – Oct. 2016 & Aug. 1997 – June 2007
Denver, CO

An experienced secretary with a proven track record of successfully managing simultaneous projects and meeting deadlines consistently and accurately. Known as a hard worker committed to the efficient completion of challenging projects within deadlines. Skilled at problem-solving and decision-making. A conscientious worker who is always willing to go the extra mile.

Successfully implemented work processes for improved efficiency, organized events and functions and liaised with clients at all levels.

Production/Traffic Coordinator
BiEMEDIA

Nov. 2009 – Oct 2010
Denver, CO

- ✦ Managed extreme volume of video content from initial request to final delivery.
- ✦ Met or exceeded daily deadlines.
- ✦ Created multiple tracking reports for tracking each and every video request.
- ✦ Implemented a quality control for a professional video product.
- ✦ Created individual procedure manual for each client.
- ✦ Managed multiple accounts, special projects as needed.
- ✦ Researched and completed corrections as necessary.

Freelance Video & Production work
Multiple Companies

Sept. 2005 – Oct. 2009
Colorado

City of Greenwood Village- GV Kid's Ink News – *Producer*, ° First Light Video Production- *Video Editor & Production Assistant*, ° FOX Network/Hell's Kitchen-*Production Assistant*, ° Generosity Films - *Production Assistant*, ° Daniels Fund – *Editor & Trainer*, ° AIC Pilot- Addicted to: The Polls – *Assistant Director*, ° Educating on the Dignity of Women -*Director/Producer*, ° Archdiocese of Denver Office of Vocations- *Documentary*

♦ **AWARDS** ♦

Quality control committee award.

♦ **EDUCATION** ♦

December 2006

Art Institute of Colorado, Bachelor of Arts in Digital Media Production