

KYLE BACK

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<http://kyleback.weebly.com>

Education

Biola University, La Mirada CA
Business Administration, Marketing Management

Anticipated Graduation: 5/17
3.79 GPA

Technical Skills

Computer

Mac
Windows
Salesforce.com
Citrix Systems

Presentation

ProPresenter 5
Microsoft Office
Google Slides
Canva.com

Creative

Adobe Creative Suite
iMovie
Garageband

Web Design

Squarespace
Weebly
WIX

Relevant Work Experience

Media Director at North Hills Church, Brea CA

7/16-Present

- Web design, social media, and content manager
- Direct, film, and edit weekly announcement videos for church events
- Recruit, schedule, and train 10+ audio/visual volunteer staff for weekly services
- Operate audio/lighting consoles and presentation software for weekly services
- Design informational graphics and weekly bulletins
- Lead weekly creative team meetings

Event Services Audio Technician, Biola University, La Mirada CA

9/13-Present

- Operate analog/digital mixers and other forms of media for various sized events and conferences
- Set up and tear down events for groups ranging from 25-5,000
- Work in teams of five making sure all aspects of event set-up go according to plan
- Heavy lifting of stage pieces as well as various tool use to build stages

Freelance Photographer/Videographer for Solidarity, Fullerton CA

10/16-Present

- Film, direct, and edit various projects for clients

Internships

Operations Intern WCM Investment Management, Laguna Beach CA

6/15-1/17

- Converted the format of online databases into Excel spreadsheets
- Reconciled taxes, dividends, and commission on monthly trade transactions in Excel
- Scanned, renamed, organized and sorted files in online databases
- Aided the operations and compliance departments during an SEC visit
- Reviewed and edited marketing materials and questionnaires in Microsoft Word

Administrative Intern at Solidarity Rising, Fullerton CA

10/14-1/15

- Assisted Office Manager with daily tasks
- Entered and organized data in online databases
- Worked primarily in Microsoft Excel and Google Spreadsheets