
JON-NEL ALLEN

Chicago, IL 60620 ♦ 3126784901 ♦ jonneltallen@gmail.com

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/jon-nel-allen-73a211198/>
- <https://www.jonneltallen.com/>

PROFESSIONAL SUMMARY

Highly trained Administrative Support and Clerk. Dependable Administrative Support offering 7 years of expertise in mailing letters and packages to recipients all over world. Highly attuned to customers' varying needs with success in achieving sales and customer satisfaction targets. Skilled in managing fluctuating workloads in production-driven settings. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Product Ordering
- Data Management
- UPS/FEDEX/other postage services
- Organization
- Communication
- Self starter
- Collaborating
- Microsoft Apps
- Google Apps
- Material Handling
- Attention to Detail
- Documentation Abilities
- Administrative Support
- Syncing Footage

WORK HISTORY

Dailies Operator, 08/2021 - Current

Periscope Post And Audio – Chicago, IL

- Maintained quality assurance and customer satisfaction objectives.
- Executed diagnostics, troubleshooting and evaluations on delivered media.
- Organized work to meet demanding production goals.
- Completed job reports and logs.
- Completed these tasks listed above for multiple productions such as: The Nanny Pilot, We Grown Now Film, Season 3 of Southside, and The Bear Season 2.

Video Editor , 01/2021 - 05/2021

Zoetic Music Management

- Performed post-production work, including assembling raw material, editing sound and sequences while

providing final product within time and budget constraints.

- Reviewed and edited film by selecting best combination of performance, sequencing and timing to tell story.
- Organized assets by collecting data from camera media, transcoding video and audio files and managing file backup to digital asset management system.
- Edited videos for digital distribution by managing graphics, sound, music mix and color correction.

Administrative Support Clerk, 08/2013 - 08/2020

Judicial Sales Corporation

- Performed general office duties, such as filing and emailing.
- Maintained accurate, current and compliant financial records by monitoring and addressing variances.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Performed postage services, mailing out and receiving mail.

EDUCATION

Bachelor of Arts: Cinema Art And Science, 12/2020

Columbia College Chicago - Chicago, IL

CERTIFICATIONS

Principles of Animation (Animation Bootcamp)