AARON CLAY

✉ aclay@aaronclay.com
🌐 aaronclay.com
📞 9788864008

in linkedin.com/in/adotclay

SUMMARY

Collaborative Producer knowledgeable in the latest technologies and software who helps solve complex issues using innovative solutions. Possesses an eye for projects that will appeal to a broad audience.

- Project management
- Strong graphic and visual sense
- Digital media production process
- Works well under pressure
- Self-starter
- Fast learner
- Collaborative
- Deadline-driven
- Skilled multi-tasker
- Leadership
- Budgeting

EMPLOYMENT

SOUND & VISION MEDIA
Producer

Revere MA
Feb. 1999 to Feb. 2019

- IT Support in charge of troubleshooting network, software, and hardware issues.
- Learned new technologies and platforms on a continuous basis to expand the efficacy of the company.
- Google Workspace Super Administrator.
- Coordinated a multi-step production process with a small team of co-workers and subcontractors to deliver a great product on-time and under-budget in a fast-paced, high-demand environment.

ACLAYMEDIA
Web Developer

Boxford MA
2007 to Current

- Developed interactive presentation material for medical conferences.
- Designed, developed and administered websites for an exclusive clientele

EDUCATION

Massachusetts Communications College
Associate of Science 1999

Coursera
Google IT Support Professional Certificate 2021

SKILLS

IT SUPPORT & PRODUCTIVITY: Technical Support, Computer Hardware, Customer support, Networking, Wiring, Troubleshooting, Windows, Powershell, Linux, Bash, Communications, Records management, Microsoft Office, LibreOffice, Google Workspace

WEB, MEDIA, AND MARKETING: HTML5, CSS3, PHP, MySQL, Wordpress, Drupal, Joomla, Database administration, Audio Production, Audio Editing, Video Production, Video Editing, Script writing, Directing talent, Adobe Creative Suite, Marketing, Digital Marketing, Google Analytics, Google Ads, Tag Manager, Google Search Console