

# Michael P. Elliott

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## OBJECTIVE:

Seeking a full-time multimedia position, which will utilize my advanced computer expertise, artistic abilities, multimedia knowledge, analytical skills, management skills, and customer service skills on a daily basis.

## EDUCATION:

Indiana University—Purdue University at Indianapolis                      May 2005  
B.S. Indiana University, New Media - Media Arts and Science

## SKILLS AND QUALIFICATIONS:

- ***Computer Skills:*** 3D Studio Max, Maya, Premiere, After Effects, Photoshop, Illustrator, InDesign, HTML, Dreamweaver, Director, Flash, Java Script, Sound Forge, Acid, Microsoft Word, Excel, PowerPoint, as well as many other programs.
- ***Leadership and Training experience***
- ***Strong oral and written communication skills***
- ***Motivated and responsible***
- ***Effectively handle and complete multiple tasks on time and within budget***

## WORK EXPERIENCE:

**Wheaton World Wide Moving/Bekins**, Indianapolis, IN, September 2011– Current  
**Move Manager / Customer Service**

- Responsibilities include making phone calls to customers to ensure that every part of their move is going successfully, customer resolution, which includes communicating with the agents/drivers/revenue and accounting/credit and collections/other members of the company, updating information in Access, using Access to make notes to keep track of the individual moves, working with databases to ensure all aspects of the move is covered, using Word, AS-400 and other programs.

**Pitney Bowes Management Services**, Indianapolis, IN, April 2011–September 2011  
**Document Scanner–CSA, First Advantage**

- Sort, process, and scan time sensitive documents and validate them in the computer system using KoFax, Onbase, and IFTA.

**Input Output Unlimited**, McCordsville, IN, February 2010 - July 2010

**Multimedia and Graphic Designer**

- Worked on company projects requiring knowledge in Flash, Adobe Photoshop and other multimedia applications.

**Inland Paperboard and Packaging, Inc.**, Indianapolis, IN, 2001 – January 2010

**Full Time Customer Service 2005–January 2010 / Full-Time Summer Employee 01–05**

- Responsible for maintaining product to customer and customer needs.  
Responsible for corrugated machine operations.  
Responsible for top ten accounts, daily inventories, warehouse management.  
Trained new employees on computer programs and applications used in daily work. Helped employees navigate menus and taught them what they did, and taught how to setup new items and projects.

**D3 Data Solutions, Inc.**, Indianapolis, IN, January 2005 - May 2005

**Freelance Work**

- Created a Multimedia CD–Rom/DVD–Rom, promoting the company.

**UITS– IUPUI–Indianapolis**, Indianapolis, IN, Dec 2003 - May 2005

**Part-Time Technician**

- Provided technical support to university clients, set-up and assured proper equipment operation, onsite support for emergencies, and instructed university clients in general working knowledge of computers and other media equipment.

**United Artist Movie Theater**, Indianapolis, IN, 1997 – 2002

**Part-Time Assistant Manager**

- Responsible for managing staff, customer service, reporting daily receipts, building and breaking apart movie reels.

>> References will be furnished upon request <<

>>Portfolio at <http://mpelliott.com> <<