

Jacob Menke

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AUDIO/VISUAL EVENT ORGANIZER

Theater graduate with experience in stage production and expertise in sound design looking to support the film industry with production and development. Possesses excellent time management and leadership ability, having regularly led a team of over a dozen members to prepare and run high profile events on the UCLA campus.

- Proficient in sound design software: ProTools, Reaper, Audacity, QLab
- Expert in Zoom video interfacing
- Creative writing: dialogue, plotting, world building
- On location management of teams for high profile events such as TEDxUCLA
- Delegation and organization of team members to use their talents optimally
- Effective communicator and public speaker

EDUCATION

University of California: Los Angeles, Los Angeles, CA (3.68 GPA)

Bachelor of Arts in Theater, Minor in History

Major specialization in Playwriting and Sound Design

Graduation date: June 2020

PROFESSIONAL EXPERIENCE

UCLA Residential Life, Westwood, CA

Program Support Supervisor (August 2019 – June 2020)

Led a team of Program Support Technicians and delegated tasks in order to efficiently prepare for numerous events. Collaborated with event programmers and utilized customer service skills to ensure that events run smoothly. Cleaned and maintained UCLA's GEM vehicles and trained other Residential Life employees in their use. *Selected Contributions:*

- ◆ During the COVID-19 pandemic, responsibilities shifted to assisting professors with Zoom video interfacing, as well as management of Zoom Learning Assistants.

UCLA Residential Life, Westwood, CA

Program Support Lead (January 2019 – August 2019)

Assisted the Program Support Supervisor as the liaison for the rest of the team. Attended several large scale events as tech support to ensure their success. Multitasked several events per night and acted as the first line of defense in the event of tech malfunction.

UCLA Residential Life, Westwood, CA

Program Support Technician (January 2018 – December 2018)

Utilized AV knowledge to set up and run events at UCLA. Responsibilities included running light and sound boards as well as safely preparing outdoor AV equipment for use in a variety of locations.