

# Jason "Dorje" Greenberg

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## S U M M A R Y O F Q U A L I F I C A T I O N S :

A creative multimedia professional with 10 years of hands on experience in project management, marketing, art direction, graphic design, website design, digital video, and audio production. Solid cross-platform design, A/V and web management skills. Broad experience with a variety of multimedia software suites, in addition to expertise on an assortment of audio and video hardware and "best practices".

Managerial talents include vision, care, integrity, and follow-through. As a designer creating aesthetically appealing, effective graphics well suited to the clients' specifications. Skill set is motivated by a "no nonsense" efficient, goal oriented approach. Friendly and respectful; an excellent communicator who is open to the ideas and suggestions of others.

## P R O F E S S I O N A L E X P E R I E N C E :

LAND OF MEDICINE BUDDHA, Soquel, CA.  
*Media Lab Manager*

April 2003 – Present

In this position I had a unique opportunity to comprehensively manage all aspects of the media lab and implement a variety of multimedia technologies. I wore many hats and gained rich hands on experience juggling all of the following responsibilities:

Videotaped, edited, authored, and designed packaging graphics for 57 DVD sets (a total of 347 unique DVDs).  
Conceived branding, logo design and graphics layout for recurrent print advertisements, brochures and posters.  
Managed advertising content, insertion contracts, and reservations.  
Designed, created and managed the organization's main website as well as the Media Lab's website.  
Search Engine Optimization (SEO) placing two sites at number one on Google for several key-phrases.  
Implemented social networking through the use of youtube, facebook, and twitter as well as secondary websites.  
Processed all retail and wholesale orders of DVD products; fielding customer support inquiries.  
Operated live sound reinforcement for indoor lectures and outdoor events.  
Trained assistants, interns and volunteers for audio and video recording and editing.

ONGOING FREELANCE WEBSITE AND GRAPHIC DESIGN FOR: [www.sandgrains.com](http://www.sandgrains.com) [www.lawudo.com](http://www.lawudo.com)  
[www.anthonycroft.com](http://www.anthonycroft.com) [www.mindbodybalanced.com](http://www.mindbodybalanced.com) [www.kmginteriors.com](http://www.kmginteriors.com) [www.edge-3d.com](http://www.edge-3d.com)

LAND OF MEDICINE BUDDHA, Soquel, CA.  
*Gift Shop and Reception Office Manager*

August 2002 – April 2003

Managed inventory and implemented the purchasing of products directly from wholesale distributors.  
Welcomed customers, answering their questions about the organization and products.  
Took room and meal reservations for bed & breakfast accommodations.  
Completed sales transactions; handled payments and customer accounts.  
Answered, screened and directed phone calls and messages.

EDGE 3D IMAGING, LLC , Philadelphia PA.  
*Production Manager*

July 2000 – May 2001

Responsible for all of the physical and logistical aspects of getting "up and running" for this start up company.  
Researched and found the building and a contractor to turn the industrial space into an office.  
Purchased and assembled all of the office furniture and computers.  
Located and hired the mechanical engineer and electrical engineer to work with the inventor (R&D) in creating functional prototypes.  
Designed and created the website including the digital video multimedia and SEO.

**ADVANCED MUSICAL ELECTRONICS, Los Angeles CA:** *Customer Service Assistant*, December 1999 – March 2000  
**BONPO MENRI MONASTERY DOCUMENTARY PROJECT, Dolanji, HP, India:** *Production Assistant*, October 1999 – November 1999  
**DEPARTMENT OF FILM AND VIDEO, University of California Santa Cruz:** *Film/Video Lab - Workstation Assembly*, Summer 1998

## E D U C A T I O N :

University California Santa Cruz, Santa Cruz, California, 1999 - **B.A. degree** in Environmental Studies