

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, 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).
- Processed all retail and wholesale orders of DVD products; fielding customer support inquiries.
- 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.
- Operated live sound reinforcement for indoor lectures and outdoor events.
- Trained assistants, interns and volunteers for audio and video recording and editing.

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