

Susannah Metzler

San Diego, CA | smmetzler.create@gmail.com

Education

- California Baptist University 2019 - 2021
- Bachelor of Arts in Graphic Design and Visual Experience, Fall 2021
- MiraCosta College 2016 - 2019
- Associates Degree in Liberal Arts & Humanities

Experience

Production & Creative Arts Assistant - The Mission Church May 2022 - Current

- Managed and set up Livestream, live sound, and sanctuary tech for Sunday services
- Managed, edited, and set up sermon podcast audio on YouTube & setting up SEO
- Trained, led, and scheduled volunteers for Sunday services & special events
- Created & produced graphics, videos, & animations for Sunday sermon slides, worship, announcements, website, bulletin & signage

IT Help Desk Assistant - CBU January 2020 - December 2021

- Provided staff, faculty, and students efficient solutions to technical/computer issues by troubleshooting over the phone and via email
- Gained proficiency in ServicePro creating and organizing incoming work tickets

Presentation Director - Class Design Collaboration Team January 2021 - April 2021

- Managed communication with team members and presenter roles regarding presentation specifics
- Wrote and organized content for team presentations and proposals

Design - Class Projects Fall 2019 - December 2021

- Displayed time management skills with turning in assignments on or before the due date
- Exemplified proficiency with Illustrator, Invision Studio, and Adobe XD
- Researched and designed a mobile app prototype utilizing skills in information architecture and user experience

Customer Service - Food Service and Retail August 2017 - March 2020

- Assisted in cooperation with colleagues in order to ensure best customer care
- Executed tasks in an efficient, time-conscious manner with a manner of excellence
- Developed strategies in memorization and efficient stress management

Proficient in:

- Microsoft Word
- Adobe Illustrator, Photoshop, InDesign, & Premiere Pro
- Sound: X32 Soundboard & Logic Pro X
- Production: PTZ Cameras Controller, Switcher and Resi
- Wordpress