Andre Jones

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Educational Profile

- **Certificate - Digital Media Arts**
  Touro College, NYC (June 2008)
- **AS – Occupational Science**
  Touro College, NYC (June 2009)
- **Certificate – Intermediate Software Training**
  SUNY Morrisville/EOC, Syracuse, NY (1997)
- Pursuing **BFA** in Music

Relevant Skills

Computer

- Adept at most PC based applications (including MS Office Suites through 2007)
- Above average Windows98/2000/XP/Vista OS troubleshooting skills.
- Over 13 years experience working with PC/PC based software/hardware.
- Adept at troubleshooting hardware problems as well as building basic PC's.

Web Design

- Working knowledge of XHTML 1.0, and CSS tables.
- Working knowledge of relevant WYSIWYG applications such as FrontPage, & Adobe Suite CS3.

Office

- Highly experienced in office related functions such as filing, typing (45wpm), organizing, and anticipating solutions to problems that have yet to appear.
- Other office related skills: Fax/Online Fax, above average internet skills, filing, ordering supplies, multitasking, and general office management.
- Well read, excellent spelling, professional English spoken.
- Highly resourceful, problem solver, & self-starter.
- Licensed to process tax returns in NY State (exp 3/2011)

Music

- Very experienced in almost all PC and/or MAC based audio creation/editing applications (including, but not limited to, ProTools LE/HD, Ableton Live, Cubase/Nuendo, Reason, Sound Forge, and a wide assortment of professional grade instrument/fx plugins)
- Well versed in music industry practices including contract negotiations, copyright assignment, legal terminology, and a host of other subjects.
- Currently affiliated with **ASCAP** as Writer/Publisher

- Professionally trained in the basic technical aspects of recording, mixing, mastering, & post-production.

References

References are available upon request.