

DeAndre Hill

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SKILLS SUMMARY

Technical Assistant

- Installed, adjusted, and operated electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, or multimedia presentations.
- Diagnosed and resolved media system problems.
- Switched sources of video input from one camera or studio to another, from film to live programming, or from network to local programming.
- Mixed and regulated sound inputs and feeds or coordinate audio feeds with television pictures.
- Compressed, digitized, duplicated, and stored audio and video data.

Office Assistant

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answered telephones, direct calls, and take messages.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.

Janitor

- Serviced, cleaned, or supplied restrooms.
- Cleaned building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gathered and emptied trash.
- Followed procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixed water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

Teacher's Assistant

- Provided extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Supervised students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Tutored and assisted children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Enforced administration policies and rules governing students.
- Discussed assigned duties with classroom teachers to coordinate instructional efforts

WORK HISTORY

Technical Assistant	1 years
• Murphy Lee Green Tech Pros, San Francisco, CA	
Office Assistant	2 years
• Renaissance Parents of Success, San Francisco, CA	
Janitor	1 years
• Thurgood Marshall School, San Francisco, CA	
Teacher's Assistant	1 years
• Bret Harte Elementary School, San Francisco, CA	

EDUCATION

High School Diploma, John Adams high School, San Francisco, CA.