

JOSH HORVATH

ADMINISTRATIVE ASSISTANT
& MEDIA TECHNICIAN

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➔ 10051 E Hickory Ridge,
Dr., Rochelle, IL 61068

SKILLS

Conflict Resolution

Critical Thinking

Meeting Deadlines

Patience

Dedication

People Management

Advising

EDUCATION

Calvary Academy, Rochelle, IL
High School Diploma, 2016
Studied at Kishwaukee College

25 credits towards

Associates Degree

Greater Miracles Bible College

12 credits towards

Associate Degree

AWARDS & CERTIFICATION

6 Videography Awards

• @ FILM FREEWAY FESTIVALS

Eagle Scout Gold Medalist



PROFESSIONAL SUMMARY

Candidate with 5+ Years of Experience in Media & General Organization Coordination. Versatile in learning a new set of skills & committed to involving myself in the process of becoming more experienced in a particular field.

MEDIA TECHNICIAN

Calvary Lighthouse, Rochelle, IL / July of 2016 to presently

Supervisor for online merging media outlets including website development, social media campaign, event videography & photography, email marketing, & more. Roles Include:

- Gather and organize information to plan advertising campaigns.
- Work with a range of different computer programs and software.
- Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation and video editing programs.
- Configure and maintaining Fused Deposition Modeling (FDM) and Stereolithography 3D Printers with a fundamental understanding of Computer-Aided Design Software.
- Design complex graphics and animation, use independent judgment creativity, and computer equipment.
- Script, plan, and create animated narrative sequences under tight deadlines.
- Use computer software and hand drawing techniques.
- Participate in design and production of multimedia campaigns.
- Handle budgeting and scheduling.
- Assist with responsibilities of production coordination, background design and progress tracking.

ADMINISTRATIVE ASSISTANT

Calvary Lighthouse, Rochelle, IL / July of 2016 to presently

Event manager for a wide range of affairs', including weddings, business meetings, charity events, and conferences. Roles Include:

- Managing and providing oversight for the administration of all general areas of the organization.
- Assist in Children and Youth Groups.
- Help the pastoral staff in congregational care.
- Participate in design and production of multimedia campaigns. handle budgeting and scheduling
- Assist with such responsibilities of production coordination, background design and progress tracking.
- Manage different groups of people for events. Create and communicate educational presentation of planning meetings.
- Assist in the stability of budget control.
- Schedule and coordinate meetings, Appointments, and travel arrangements
- Maintaine utmost discretion when dealing with sensitive topics.

GREENHOUSE LABORER

Mighty Vine, Rochelle, IL / February of 2015 - August of 2016

Helped in the final construction process of the greenhouse interior. Laid and assembled calvinized water heating pipes. Operated Scissor lifts during the construction of the plant's frame system. Learned the process of maintaining plants from start to finish including: planting process, pruning, harvesting, and packaging,

DETASSELING GROUP MANAGER

Foster Detasseling, Ashton, IL / Summer of 2013, 2012, & 2011

Began as a hand detasseling in the summer of 2011 and joined progressed to roguer. In 2013, became a tractor crew driver & group supervisor.

LIFE GUARD

Nash Recreation Center, Oregon, IL / March of 2014 - October of 2014

Received certification for National Pool Lifeguard Qualification (NPLQ). Swim Instructor for K-2nd grade. Pool maintenance for 15,000 sq. ft. Learned the process of chemical delivery and control protocols. Operated and repaired several combustion engine power pool vacuums.

