

## ***Ted Kopulos***

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### **Quick Overview**

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#### ***Desktop Support/IT***

Fifteen years in desktop/technical support for Macintosh OS 6.0-10.4.X

Basic support experience with Windows 95, 98, XP.

Includes hardware/software diagnostics, repair, systems upgrades, network connectivity, hubs, patching, testing. Software testing/unit seeding.

#### ***Video/Audio Engineering***

Experience with video production using *iMovie*, *Avid Cinema*, *Final Cut Pro*, *iDVD*, Sony offline editor. Ten years of in-studio sound production and editing for radio. Knowledge of *SoundEdit*, *QuickTime*, *iTunes* and more sound production-related apps

#### ***Graphic Arts/Web Design***

Twenty years experience in design and graphics (dry and electronic) includes multimedia presentations, web design, posters, logos, merchandising. Knowledge of *Adobe Photoshop*, *InDesign*, *PageMaker*, *Excel*, *Word*, *Home Page* and other graphics/layout applications

#### ***Writing - Technical/Business***

End-user documentation, business presentations, project collateral, report formatting and preparation, video scripts for management training series, ten years copywriting experience in radio.

#### ***Writing - Creative/Editorial***

Extensive writing experience in radio, television, film and stage, media criticism and commentary (humorous and non-humorous), and music/MIDI composition,

#### ***Marketing/Public Relations***

Twenty years in marketing and public relations for the arts. Collateral design and creation.

#### ***Administrative Support/Office Management***

Ten years administrative support in high-tech environment, special projects, experience in office management, purchasing, tracking