

Dear prospective employer:

I'm looking for dynamic technical and organizational work in the audio field that involves social interaction and teamwork. Interested in on-site full-time, part-time, and contract offers. Relocation considered and business travel is ok.

Please explore my website at www.theo.info to review recent product development examples, learn more about my professional background, and view my superlative letters of recommendation.

I combine an exceptionally broad range of technical and organizational skills with strong communication and collaboration abilities. I have over 15 years direct professional experience in audio product development, with specialization in project management, communications, audio production, technical writing, and computer systems. I've been involved with more than 50 deadline-driven commercial audio product release cycles.

My job knowledge, experience, integrity, and commitment to excellence ensure that projects are completed with impeccable quality and precise attention to detail. I easily adapt to new situations and quickly learn new tools due to my natural technical aptitude. Perhaps my greatest strength is that I can "wear many hats" and fill in the gaps, resulting in top value for your company.

I love working with people and technology. I'm passionate about providing outstanding service and delivering top-quality results to team members and external associates. I thrive in fast-paced creative environments that require multitasking and prioritizing multiple projects simultaneously; I enjoy performing a variety of tasks and the associated challenges of maximizing efficiency.

Although many will undoubtedly be eager to fulfill your needs, what I offer is proficiency AND great teamwork. I'm an honest, enthusiastic, and mature individual with a positive attitude and a genuinely reliable work ethic.

If your team has very high standards for quality and performance, I may be a good fit within your company culture. I would enjoy an opportunity to meet with your appropriate parties to get better acquainted and determine if a professional relationship might fit our mutual interests. Thanks for your consideration!

Sincerely,

Theo Lovejoy

Qualification Highlights

- More than twenty years professional experience as an audio engineer in a wide spectrum of capacities
- Proficient in analog and digital audio systems specification, installation, troubleshooting, and operation
- Over 15 years experience supporting pro audio product development engineering and manufacturing
- Eight years experience as a professional audio products technical writer, editor, and publisher
- Broad experience with artist relations, customer service, and subcontractor management
- Five years experience as pro audio products factory bench repair technician
- Exceptionally broad range of technical, organizational, and creative abilities
- Strong project management, research, and administrative capabilities
- Outstanding written, verbal, and interpersonal communication skills
- Extraordinary integrity with meticulous attention to detail
- Highly intelligent, resourceful, and competent
- Conscientious, reliable, and autonomous
- Mature, respectful, optimistic, and friendly
- Experience with startup enterprises

Professional Experience

Audio Consultant, [TheoSound](#), SF Bay Area, CA 1985 - present
Freelance audio engineer. Live sound reinforcement, record production, and pro audio product development.
100% of income derived from this sole proprietorship business for the last 12 years.

Product Development Engineering Contractor, [Universal Audio](#), Scotts Valley, CA 12/2001 - present
Provide advanced technical and administrative support for engineering and marketing teams developing sophisticated audio production tools. Responsible for all aspects of customer-facing software technical documentation including writing, page layout, diagrams, editing, and publishing for print and screen. Produce operation manuals, instruction sheets, technical bulletins, release notes, help files, and support websites. Execute final-pass editing and proofing of critical documents including marketing materials. Administrate databases, software accounts, user forums, and external teams. Design, implement, improve and manage technical workflow processes. Participate in product design review teams. Perform product aural testing and quality assurance. Configure, operate, and troubleshoot complex audio software and hardware DAW systems on Mac and PC. Develop software application installers. Create master product CD-ROMs. Staff trade show booths and industry events. Support and train less experienced personnel.

Sound Design Engineering Contractor, [E-mu Systems](#), Scotts Valley, CA
12/1998 - 12/2001

Developed factory audio content for keyboard musical instruments and MIDI sound modules. Edited, converted, transferred, archived, and cataloged digital audio libraries. Coordinated freelance sound designers. Operated proprietary software systems and databases. Configured and maintained complex Mac and PC audio systems.

Technical Engineer, [BitHeadz](#), Capitola, CA 10/1997 - 12/1998
Responsible for technical aspects of music software company. Installed and maintained Mac and PC computers and networks. Developed audio product specifications, documentation, and user manuals. Evaluated software features and aural quality. Produced and performed music product demonstrations. Staffed trade show booths.

Technical Services Manager, [InVision Interactive](#), Palo Alto, CA 3/1993 - 10/1997
Responsible for technical aspects of music software company. Purchased, installed, and maintained Mac and PC computers and networks. Supervised and trained SQA and support staff. Managed external vendors and contractors. Wrote, edited, and published audio product manuals and internal technical documents. Designed, implemented, and administrated SQA bug tracking databases and reports. Specified product features, functionality, and user interface. Scheduled and engineered recording sessions. Developed audio content for a variety of keyboard and computer music products, including sample library CD-ROMs, synthesizers, audio plug-ins, and video game consoles.

Director of Customer Support, [Sweetwater Sound](#), Fort Wayne, IN 3/1992 - 2/1993
Managed all operations for technical support and repair departments of leading national high-volume music products retailer. Supervised phone support and bench repair staff. Collaborated with external manufacturers and vendors. Designed, implemented, and improved workflow processes. Assessed, resolved, and prevented crisis situations. Administred budgets and purchasing. Volume grew an astounding 150% during tenure.

Customer Service Technician, [E-mu Systems](#), Scotts Valley, CA 3/1987 - 3/1992
Provided top-tier technical support and deep troubleshooting to end users and repair technicians for advanced musical instrument keyboards. Administred external service centers and CRM databases. Performed diagnostic troubleshooting, bench repair, and calibration of digital audio sampling systems. Operated oscilloscopes, signal generators, multimeters, and soldering irons.

Education

Santa Cruz High School, Santa Cruz CA: Diploma
Cabrillo College, Aptos CA: Music and Electronics