

# Luke J. Bartlett

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<http://www.bartlettpairproductions.com>

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- **Extensive industrial electrical experience** with 6+ years of experience.
  - **Dedicated manager with 13+ years of experience** in leadership settings.
  - **Respected leader of customer service**; instill a shared, enthusiastic commitment to customer service as a key driver of company goal attainment. Lead by example and ensure the execution of all safety, security, quality and store operations policies.
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## Areas of Expertise

*Customer Service and Satisfaction  
Complaint Handling & Resolution  
Retail Operations and Management*

*Troubleshooting Problems  
Electrical  
Computer Graphics*

*Teambuilding & Training  
Computer knowledge  
Film - Video*

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## Work Experience

Bartlett Pair Productions — Chatsworth, IL

4/03 to Present

### **Graphic Artist / Owner**

When I graduated college I started my own company as a purely freelance graphics company. I have over time expanded into web design and video. I enjoy working with new clients to help them get what they are looking for in whatever. I have worked on pieces ranging from motion gif files for the web to photo manipulation to add or remove people or objects in a shot. I have designed web sites for multiple clients in order for them to be able to get there information to the public.

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Zoning Commissioner — Chatsworth, IL

3/10 to Present

### **Zoning Commissioner for the Town of Chatsworth**

### **Regional Planning Commissioner rep for Chatsworth**

I wished to help the community that I live in and get involved with government. This role in my life has allowed me to learn more about how government works dealing with public concerns and managing my time, as well as having me be detail oriented to exact what is written and to explain it to the public.

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TARGET — Willowbrook, IL

6/06 to 6/09

**Team Lead**, 2/08 to 6/09

**Electronic Specialist**, 10/07 to 2/08

**Team Member**, 6/06 to 10/07

I was promoted to manager position to oversee domestic side of the store. Facilitate training, supervise and manage team members throughout the entire store as well as coach and discipline team members through corrective action when necessary. Foster an environment in which guests enjoy high levels of service and employees are motivated to deliver top performance making the work environment fast, fun and friendly. Keep an open communication between employees from team members to district team lead level. Work with receiving merchandise, stocking back room, restocking sales floor and working on independent projects and product knowledge.

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PRIMERICA FINANCIAL SERVICES — Rosemont, IL

2/05 to 3/08

**District Leader**, 9/05 to 3/08

**Senior Representative**, 4/05 to 9/05

**Representative**, 2/05 to 4/05

Worked with individuals, families and companies teaching financial principals like debt elimination, retirement and/or educational savings, mortgage financing and mortgage refinancing. Making sure they were properly insured with life insurance. I was also in charge of hiring and training new representatives. I was also in charge of setting up audio and video projection equipment for as well as speaking at seminars.

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6/99 to 8/04

Union 134 'B' Electrician — Chicago, IL  
**CEC Electric Company**, 8/18/04 to 8/29/04, Clarendon Hills, IL  
**Sylvania Lighting**, 6/03 to 8/04, Carol Stream, IL  
**Amtech Lighting**, 6/01 to 2/03, Rosemont, IL  
**WBE Lighting**, 6/99 to 3/01, Riverdale, IL

I installed retro fit reflector lighting kits on industrial lighting fixtures by replacing and upgrading fixtures, old lights to new slim line lights as well as old mechanical ballasts to electrical ballast and adding a reflector. Forman of crews of three to twenty, organizing crew placement to maximize efforts in getting all work completed, filling out and maintaining time cards for the crew as well as paperwork for billing, work order repair and managing nightly accountability paperwork. Troubleshooting problems as well as complete repair work. I also had conducted audits on job sites for the bid to obtain the job.

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Best Buy — North Riverside, IL 2/99 to 9/99  
**Security / Loss Prevention**

Prevention of theft, apprehension of shoplifters, prosecution of shoplifters while working closely with law enforcement, monitor closed circuit camera system, maintaining video record logs and storage of security videos.

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Ring Video Services — Riverside, IL 2/97 to 5/99  
**Technician – Sr. Production Assistant**

In charge of the Amiga computer technical support 900 lines. Upgraded and repaired Amiga Computers. Began working offline-editing systems the led to keeping track of the Riverside and Brookfield communities cable alert systems and communities bulletin boards. I was also placed in charge of designing interactive kiosks for different locations.

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Blockbuster — North Riverside, IL 12/95 to 8/97  
**Customer Service Representative**

Re-shelving and organizing movie libraries, cashier work, managing customer accounts and inventory.

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### **Film – Video and Computer Graphics Experience**

1<sup>st</sup> Choice Homes Realty — Oak Brook, IL 4/03 to 1/07  
**Freelance Graphic Artist**

Designed company's logo, business cards for employees and art/layout for there for sale signs, using print ready artwork and personally generated artwork. Created a continuous loop video presentation commercial for seminars as well as the seminar presentation slide shows.

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Stolen Pearls Production — Chicago, IL 11/10/04 to 11/14/04  
**Grip Intern for Week Shoot**

Performed duties of loading and unloading vehicles, coordinating other interns to aid in the placement of equipment i.e. lighting, video, camera, cabling, props and food services. Pick up of cast and crew.

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LaSalle Bank — Chicago, IL 10/10/04  
**PA Inter For One Day Shoot**

Assisting the shooting of a highlights video that I was assigned to Joe Costello and Bob Schorje, who are shooting all around the Marathon getting sponsorship footage on Beta Cam.

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Holcor Lighting — Riverdale, IL 1/98 to 3/99  
**Catalog Artist**

Worked independently to head up the creation of new sales and advertising catalog by taking pictures of lighting fixtures, designing and editing the new description sheets. Also worked with other umbrella companies to fit in other artistic criteria into existing and new catalogue sheets.

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3/07 to 7/99

Marwen Foundation — Chicago, IL

**Teacher of Video Classes**

Co-taught the basics of story development, story boarding, production, and deck to deck editing to underprivileged Chicago students who did not have access to an art program.

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Riverside Network 10 — Riverside, IL

3/96 to 10/02

**Senior Production Assistant**

Operated the camera, a 24 Channel sound board, a video toaster graphics generation and made sure all equipment and feeds were set up and running correctly and ran a small crew for the Riverside Township Board meetings.

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**Education**

Insurance Producer License — Rosemont, IL

2/05

**16 hour class; Illinois Life License**

Mortgage Producer License — Rosemont, IL

2/05

**Illinois Mortgage License**

Columbia College — Chicago, IL

7/96 to 1/03

**Bachelor of Arts Degree with a Film Video Concentration.**

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**Computer Skills**

MAC	Quark Express, Final Cut, Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Premier, Avid, DVD Studio Pro, Lightwave 3D, Final Draft 6, Microsoft Word, Microsoft Excel, Microsoft Power Point	PC	3D Studio MAX, Quark Express, Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Premier, Lightwave 3D, AutoCAD, Microsoft Word, Microsoft Excel, Microsoft Power Point
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**Achievements**

2005 – Illinois Mortgage License

2005 – Illinois Insurance Producers License

2003 to 2004 – Berwyn Jaycees Treasurer

2003 – Berwyn Jaycees Charter Member

1996 – Obtained a Scholarship from the Mac Arthur Foundation Grant for “The Marwen Foundation” for a summer course of “Video Jammin” in turn was hired later as a co-teacher

1995 – Received a summer scholarship to Columbia College for a computer graphics class.

1994 – Founder of “Video Club” at Morton West High School

1994 – President and Vice President of the “Video Club”