

SAMPLE: a resume written by an individual of their volunteer work

Name
Address – Phone - Email

SUMMARY

Serving God by enabling His people to hear clearly the saving Gospel of Jesus Christ in worship services and special church events. Able to quickly learn new concepts and new technology for use in service of God's kingdom. Significant experience in live sound audio engineering, multitrack audio recording, audio mixdown and post-production, theater lighting design and operation, equipment maintenance, and audio system development.

SKILLS

- Audio engineering for live sound
- Multitrack audio recording & mixing
- Theater lighting design & operation
- Video and PowerPoint presentation design
- Digital and analog audio expertise
- Trained percussion and guitar musician
- Audio system engineering design
- Technical documentation

PROFESSIONAL EXPERIENCE

ST. PETER LUTHERAN CHURCH, ARLINGTON HEIGHTS, ILLINOIS

2001 to present

Live sound audio engineering, recording and post-production engineering, lighting design, audio system design, debug, and repair.

Volunteer Chief Audio Engineer, (2008 to 2009)

Serve the Lord by ensuring the congregation hears His Word clearly in Scripture readings, the pastor's message, and in worship music.

- Operate live sound audio mixing consoles during worship services and special events.
- Optimize worship service audio by working closely with chief musician, Scripture readers, and pastors.
- Ensure volunteers receive adequate training with supervised hands-on experience.
- Designed and built mission-critical portable audio system for use in the MAC Contemporary Service, with equipment in use every Sunday with no downtime to date.
- Documented portable audio system, including wiring diagrams and instruction manual suitable for use by non-technical persons.
- Determine appropriate solutions for technical issues with Minister of Music and equipment vendors.
- Prevent RF interference by coordinating all wireless microphone frequencies.
- Recorded, mixed, and edited several live vocal and instrumental performances for compact disc releases.

Volunteer Audio Engineer (2001 to 2008)

Audio engineering and lighting operation for Sanctuary Contemporary Services and worship musicals.

- Operate live sound audio mixing console and audio recorder during worship services and special events.
- Enhance worship experience by engineering live audio for recording artists Don Wharton and Tom Laskey.
- Diagnose equipment problems, devise temporary and permanent solutions.
- Minimize audio system downtime by promptly sending defective equipment out-of-house for repairs.



- Reprogrammed sanctuary digital delay processor after return from repair.
- Recommend equipment purchases based on need, cost, and requirements.
- Maintained sanctuary wireless microphone capability by installing three new wireless systems.
- Designed lighting configurations for several worship musicals.
- Documented sacristy audio rack configuration for future troubleshooting needs.
- Documented sanctuary audio and lighting control board operation in written manuals suitable for use by non-technical persons.
- Restored Bartz Hall audio system by replacing defective audio amplifier with a cost-effective new model.

Consulting Audio Engineer, St. Andrews Lutheran Church, Park Ridge (2005)

Diagnosed and recommended corrective actions for audio issues experienced during worship services.

- Identified and resolved audio concerns by working with pastor and chief musician.
- Improved contemporary music balance by adjusting audio mix and equalizer settings.
- Recommended short-term and long-term corrective actions to improve live sound during worship services.
- Documented equipment configuration and audio settings in a written manual suitable for use by non-technical persons.

EDUCATION

BS degree in Electrical Engineering, University of Wisconsin-Madison

OTHER SKILLS

Percussionist (snare drum, side drum, tympani) in live performances since 1970
Formal musical training in vocal, guitar, and percussion
Audio engineering experience since 1975, including portable live sound setup and DJ experience
Remote pickup engineer for Badger hockey and basketball games, UW-Madison student radio station
Multichannel audio mixing, equalization, and effects processing
Digital audio recording, computer-based multitrack editing, and post-production
Sony Sound Forge 9.0, Sony CD Architect 5.2 audio mastering software
Sony Vegas Movie Studio Platinum 7.0 video production software
Sony Vegas DVD Architect Studio 4.0 video production software
Basic acoustic concepts
High performance and 70-volt line speaker system installation
Local area network experience
Task planning for timely project completion
Clear and complete technical documentation
Theater lighting experience in several productions since 1973
Television camera & videotape operator, 1973-1976

SIGNIFICANT PERFORMANCE EXPERIENCE

Chosen, the Passion Meditation – live sound audio engineering, 2008
The Classical Keyboards of St. Peter – live sound audio engineering, 2006
Reformation Scriptures and Songs – live sound audio engineering, 2006
America, Honor God: The National Day of Prayer – live sound audio engineering, 2006
Forty Days of Community – live sound audio engineering, 2005
The Liberated Wailing Wall – live sound audio engineering, 2004



How Can I Keep From Singing – live sound audio engineering, 2003
My Utmost for His Highest worship musical – Lighting design & operation, 2002
God For Us worship musical – Lighting design & operation, 2001
God With Us worship musical – Lighting design & operation, 2001
Experiencing God: the Musical – Lighting design & operation (uncredited), 2000

RELEASED AUDIO & VIDEO RECORDINGS

Piano Reflections: Hymns of Meditation and Praise – Audio Engineer / Producer, 2008
Carols of Praise and Promise – Audio engineer / Post Production, 2008
Chosen, the Passion Meditation – Audio engineer, 2008
Chosen, the Passion Meditation – Recording engineer, 2007
Hymns of Praise and Promise – Audio Engineer / Post Production, 2007
Lutheran Laymen's League Club Information, Audio Engineer / Post Production, 2004, 2007

RELEVANT PUBLICATIONS

- *Portable Sound Manual Quick Help*: a guide for MAC audio console setup and operation, St. Peter Lutheran Church, 2008
- MAC audio rack wiring diagram, St. Peter Lutheran Church, 2007
- *Chapel Sound Manual Quick Help*: a guide for sanctuary sound setup & operation at Chapel Services, revision 1.1, St. Peter Lutheran Church, 2007
- *Lighting Board Quick Help*, a guide for chancel lighting board operation and programming, St. Peter Lutheran Church, 2005
- Sacristy audio rack wiring diagram, St. Peter Lutheran Church, 2005
- Sacristy rack schematic, St. Andrews Lutheran Church, Park Ridge, Illinois, 2005
- *Sanctuary Sound Mixer Settings*, St. Andrews Lutheran Church, Park Ridge, Illinois, 2005
- *Sanctuary Sound Recommendations* for St. Andrews Lutheran Church, Park Ridge, Illinois, 2005
- *Chapel Sound Manual Quick Help*, A guide for sanctuary sound setup & operation at Chapel Services, revision 1.0, St. Peter Lutheran Church, 2003
- *Sound Manual Quick Help*, St. Peter Lutheran Church, 2003
- Equipment inventory for St. Peter's Lutheran Church, Arlington Heights, Illinois, 2002

PROFESSIONAL DEVELOPMENT

Quality System training (QS-9000)
8-D problem solving, Six Sigma concepts, FMEA, Statistical Process Control
Project Planning and Control

PROFESSIONAL AFFILIATIONS

Senior Member, Institute of Electrical and Electronics Engineers IEEE
Communications Society, Institute of Electrical and Electronics Engineers

CERTIFICATIONS

FCC General Radiotelephone Operator License
Amateur Radio Extra Class License

