

Arrison M. Kirby

Knoxville, TN

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OBJECTIVE

I wish to enrich my community through collaborative creative endeavors.

EDUCATION

University of Tennessee, Knoxville, TN 1998-2002
Bachelor of Science Degree in Communications - Major/Broadcasting, Minor/Cinema Studies

Karns High School, Knoxville, TN 1994-1998
Chief Editor of school newspaper, *The Karns Courier*

SKILLS

Publishing / Writing / Design: Proficient in use of Adobe Photoshop, Final Draft, Microsoft Office, Microsoft Excel, Steinberg Cubase, Melodyne, and both M-Audio and Scarlett audio interfaces.

Marketing: Proficient with Constant Contact, Facebook Ad Manager, Twitter, Instagram, Wordpress and basic web design. Experienced in email marketing.

Case Maintenance: Maintained active, rotating caseload of 1000+ clients; regularly accessed Accent, TCSES, SOLQ, Clearinghouse and Work Number databases

SELECTED PUBLISHED WORKS

In Pursuit with John Walsh. Season 2. 2020. Location manager

Coping with Death and Destruction. 2017. Author, editor, designer, marketing

How to Build a Traveling Ebay Empire on \$100. 2016. Author, editor, designer

Aries 2013. Executive production, composition, art layout, mixing, mastering, marketing

Movie (screenplay) 2007. Optioned by Crossroads Pictures, West Hollywood, CA.

EMPLOYMENT HISTORY

El Deth Productions, Knoxville, TN Sep '04-Present

Chief Executive Officer

- Evaluated and purchased monthly inventory.
- Documented inventory details, managing items on e-commerce platforms.
- Handled customer inquiries; packaged and shipped purchased inventory
- Planned, executed and advertised monthly sales promotions.
- Professionally recorded, produced, arranged and delivered audio products, specific to client needs.
- Arranged, coordinated and executed live entertainment showcases.
- Prepared and distributed promotional materials, physically and through social media.
- Accurately maintained financial records for all business operations.
- Expeditiously prepared and submitted all business tax information to appropriate federal, state and local agencies.

Jupiter Entertainment, Knoxville, TN Apr '19 - Apr '20

Locations Manager / Media PA

- Sought and secured locations for the filming of cable television programming.
- Brokered location rental deals within a set budget and remitted payment
- Acted as liaison between property owner and producer
- Maintained slate and shot logs during on set productions
- Collected, distributed and logged daily audio/video data
- Maintained personal payroll, mileage and schedules.

State of Tennessee Department of Human Services, Knoxville, TN Nov '09-July '18

Eligibility Counselor

- Maintained an extensive caseload of Tennessee residents.
- Managed two-month cycle file of client casework.
- Fluently operated series of databases: Accent, TCSES, SOLQ, Clearinghouse.
- Interviewed residents seeking government benefits and investigated circumstances.
- Mathematically determined and documented average income and expenses of clients.
- Maintained a series of spreadsheets and running records regarding client processing, action and outcome.
- Tested in-development software and completed reports on functionality.