

**Robert “Blake” Allen**  
**Home: 614-836-1153 Cell: 614-735-1331**  
**robert.blake.allen@gmail.com**  
**www.robertblakeallen.com**

## EDUCATION

Eastland Career Center  
(Interactive Media Program)  
4465 South Hamilton Road  
Groveport, OH 43125  
(614) 836-5725

Groveport Madison High School  
4475 South Hamilton Road  
Groveport, OH 43125  
(614) 836-4967

Columbus State Community College  
(A.A.S Digital Video & Sound)  
550 East Spring Street  
Columbus, OH 43215  
(614) 287-5353

Central Ohio Technical College  
(Tech Prep)  
1179 University Drive  
Newark, OH 43055  
(740) 366-9494

## SOFTWARE EXPERIENCE

- Adobe Photoshop CS6 and before.
- Adobe Premiere CS6 and before.
- Adobe Flash CS5 and before.
- Adobe Encore CS6 and before.
- Microsoft Word 2010 and before.
- Adobe Audition CS6.
- Adobe Dreamweaver CS6.
- Adobe After Effects CS6.
- Adobe Illustrator CS6.
- Adobe Bridge CS6.
- Microsoft PowerPoint 2010 and before.
- Final Draft 8 Screenwriting Software.
- Celtx Screenwriting Software.
- Microsoft Excel 2010 and before.
- Microsoft Publisher 2007 and before.
- Basic HTML Code.
- Microsoft Windows & Mac OS X

## EMPLOYMENT

**FedEx Smart Post**, *Parcel Sort Assistant*.  
Groveport, Ohio 43125

- I scanned parcels of various weights and loaded them into a semi-trailer.
- I operated a mobile hand scanner and software.
- I maintained the highest safety standards during my shift.
- I placed packages into an even, level, and safe “package wall.”

**Unfinished Productions LLC.**, *Smile More Store Associate & Order Fulfillment Clerk*.  
Roman Atwood. P.O Box 670 Millersport, Ohio 43046

- I organized merchandise.
- I fulfilled orders with merchandise.
- I provided a clean and steady work environment.

**Allen Media LLC**, *Founder & Operator*.  
Groveport, Ohio 43125.

- Took pictures of individuals, families, in studio and on location.
- Reviewed sets of photographs to select the best work.
- Performed maintenance and tested equipment prior to use; to ensure that it was in good working order.
- Performed general office duties.
- Wrote scripts for short films, and unproduced feature length scripts.
- Read and interpreted scripts for short films.
- Worked in collaboration with other writers.

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- Scheduled sequences of scenes to be filmed for each day of shooting, grouping scenes together according to set and cast of characters.
- Directed cast and other technicians during rehearsals and filming.
- Edited films and inserted music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing software.
- Determined the specific audio, visual effects and music necessary to complete short films and videos.

**Pizza Hut.** *Delivery Driver, Customer Service Representative.*

810 Refugee Road. Pickerington, Ohio. 43147

March 2015 til September 2015.

- I worked in an efficient & quick matter.
- I delivered pizzas checked with the highest quality.
- Resolved customers problems quickly.
- I provided a clean and steady work environment.

**Planet Fitness.** *Membership Sales, Customer Service, Front Desk.*

1175 Hill Rd N. Pickerington, Ohio. 43147

October 2015 til Current.

- Greet members, prospective members and guests, providing exceptional customer service.
- Handle all front desk related activities including:
  - Answer phones in a friendly manner and assist callers with a variety of questions.
  - Check members into the system.
  - New member sign-up.
  - Take prospective members on tours.
- Facilitate needed updates to member’s accounts.
- Respond to member questions and concerns in a timely and professional manner and elevate to Assistant Manager or Manager as needed.
- Assist in maintaining the neatness and cleanliness of the club.

**LA Fitness.** *Assistant Director of PT Sales.*

260 Graceland Blvd. Columbus, OH 43212

September 2016 til Current.

**ACTIVITIES/HONORS/COMMUNITY SERVICE**

- Nationwide Volunteer Network. 2006 – Present.
- Deans List Spring Quarter 2012, and Fall Semester 2012, Spring Semester 2013, Summer Semester 2013, Fall Semester 2013 at CSCC.
- 1st Place “Ohio Screenplay Write Contest”, November to December 2013.
- Mid-Ohio Food Bank Volunteer. 2009 – Present.
- 98.33 College Credits Earned.
- Maintained 3.46 GPA in Selected Major.
- Member of The International Deans List Society; September 2013-Present.
- 1<sup>st</sup> Place Logo Design Contest, September to October, 2014.

**REFERENCES:**

- Ms. Stephanie Harvison, Co Worker and Friend.  
Planet Fitness Assistant Manager. Columbus, Ohio.
- Ms. Sam VanHorn; Assistant Manager.  
Pizza Hut. 810 Refugee Road, Pickerington, Ohio.
- Mr. James Higgins, Former Professor.  
Columbus State Community College. Columbus, OH.