

Max Linarez-Castillo

954.826.0404 | mlinarezc Castillo@fordham.edu

EDUCATION

High School Graduate | Fort Lauderdale High School, June 2021

2 college semesters | Columbia College Chicago

4 college semesters | Fordham University, Class of 2025, Bachelor of Arts, New Media & Digital Design

EXPERIENCE

- TRANSCRIBER AND OFFICE HELPER** | The Holocaust Documentation and Education Center, Dania, FL 2018 to 2019
- Transcribed interviews from holocaust survivors
 - Sort files and tape recordings
 - Turn video cassettes to digital files/CDs
- EVENT COORDINATOR** | DBKP Construction – Tour De Broward, Miramar, Florida 2017 to 2020
- Setup promotion tent
 - Organize Promotional materials
 - Promote company sponsor
- SOCCER REFEREE** | 3 Ps Soccer Pros LLC – Holiday Park, Fort Lauderdale, FL 2018 to 2021
- Regulate recreational soccer matches, ages 5-14
 - Maintain park game schedule
 - Regulate proper uniforms and gear hazards
 - Resolve conflicts between players or coaches
 - Distribute new players to teams with absent players
 - Regulate match safety
 - Report reckless behavior
- JOB SITE LABORER** | Boulanger Drywall Corporation, Sunrise, FL 2018 to 2019
- Dispose of excess drywall
 - Install wall insulation
 - Deliver materials to framers and drywall hangers
 - Organize material drop-off from the stocking company
 - Assist a layout liner with chalking lines
 - Organize material drop-off, without stockers
 - Shadow project manager
- PROJECT MANAGER** | CEI Consults, Plantation, FL 2019 to 2022
- Organize Laborer's duties for the day
 - Report expenses for small materials (Excel)
 - Report amount of machines on Jobsite each day (Excel)
 - Photograph jobsite conditions
 - Regulate a healthy and safe workplace
 - Organize material drop off
 - Record number of each material our contractor owns
- MUSIC VIDEOGRAPHER** | Fort Lauderdale and Miami, FL 2019 to 2022
- Operate camera
 - Direct shoot

- Edit and animate
- Distribute content to artist
- Music Videos
- Promotional Vlogs of recording sessions
- Over x hours
- With artists: @5k808Mafia, @DaedalTm , @Clutchthagod, @TRSHMAG, @Aboynamedcortney, @GlobalBan\$, and Bleu Kelani

ADVERTISEMENT VIDEOGRAPHER | Federal Alliance, Tamarac, FL

2020 to 2021

- Operate camera
- Direct shoot
- Edit and animate
- Script commercial

VIDEO EDITOR FOR POLITICAL CAMPAIGN | Al Jaquet, Florida House of Representatives

2020

- Edit promotional video for 2020 re-election campaign

DESK ASSISTANT/CLERIC | School of Professional and Continuing Studies, Fordham University, Lincoln Center

2023

- Schedule academic advising appointments for the dean
- Schedule prospective student appointments for the admissions advisor
- Evaluate potential students for admissions advisor interview
- Aid admissions in student recruitment
- Print/market school advertisements
- Redirect miscellaneous calls
- Aid students/parents with miscellaneous questions
- Aid orientation logistics, tours/sign-ins
- Scan physical files for a digital copy
- Provide an outline/summary of the School of Professional and Continuing Studies for prospective students
- Provide directions on how to submit an application
- Confirm application materials are received
- Respond to emails
- Aid random walk-ins
- Move materials between PCS and Real Estate Institute
- Respond to voicemails
- Give general advice to callers

DESK ASSISTANT/CLERIC | Assistant Deans Office Fordham College, Fordham University, Lincoln Center

2024

- Print/market school advertisements
- Redirect miscellaneous calls
- Aid students/parents with miscellaneous questions
- Aid orientation logistics, tours/sign-ins
- Scan physical files for a digital copy
- Provide directions on how to submit an application
- Aid random walk-ins
- Give general advice to callers

