

Jason Banks

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Objective: To find a position that allows me to use my technical communication skills and management experience to increase company efficiency, profitability, and overall success.

Technical Skill Summary: Oracle, PeopleSoft, Remedy 7.0, Microsoft Office Suite, Windows XP & Vista, Adobe Photoshop, Acrobat and Dreamweaver, FTP, data entry, SOX compliance word, processing and web research.

EXPERIENCE:

DreamWorks Animation SKG (Glendale, CA)

Technical Buyer

August 2008 – Present

- Design computer-related supply requests for bid and negotiate software and hardware contracts with a projected cost savings of approximately \$160K annually.
- Lead weekly meetings to discuss changing industry standards for animation and production, including changes in demand, new products and software, and pricing changes and possible renegotiations.
- Analyze revisions, order cancellations, special value merchandising, substitution, and discrepancies.
- Achieve a SOX-compliant environment to ensure that the company adheres to established guidelines for audit purposes.
- Review contracts and agreements to avoid potential legal exposure.

IndyMac Bank (Pasadena, CA)

IT Buyer

May 2006 – August 2008

- Implemented internal cost-cutting measures that saved the company \$2.9 million in 2008.
- Created and negotiated requests for technical materials, equipment, and supplies.
- Negotiated and placed orders for all IT hardware (Laptops, Desktops, Monitors, Blades and Servers).
- Maintained software compliance according to company policies and ensure the most cost effective solutions for profitability and employee success.
- Led weekly meetings with to discuss changing industry standards for FDIC insured banks, including changes in demand, new products and software, and pricing adjustments and possible renegotiations.
- Achieved goal to save the company 2 weeks per IT request with innovative solutions in IT asset management, monitoring, and repair.

AMC Theatre (Burbank, CA)

Manager – Operations

September 2005 – May 2006

- Optimized business profitability and guest satisfaction that led to a 20% increase in guest satisfaction.
- Managed and developed staff and crew up to 20 employees.
- Successfully oversaw and completed theater administration reports, reinforced guest and operational focus through MBWA, placed equipment orders for stock, and finalized all financial reports.

McCosh Design, Ltd (Los Angeles, CA)

Contract & Design Coordinator

March 2004 – September 2005

- Negotiated new client contracts, ongoing service contracts, and product.
- Researched and budgeted software and hardware upgrades based on income and projected demand.
- Created draft samples for clients using Adobe Photoshop, Microsoft Publisher, and Macromedia Dreamweaver.

Blockbuster (Glendale, CA)

Shift Leader/Supervisor

June 2004 – February 2005

- Shift Leader for Game Rush, one of Blockbuster’s fastest growing video game resources in the market.
- Managed up to 5 staff members, customer relations, and stock liaison for district leader.
- Implemented “Game Rush” for the Colorado store that led to the store’s rating in the top 10 stores out 5000.

Occidental Hotel / Fairmont Restaurant (Sydney, Australia)

Assistant Manager

February 2000 - November 2003

- Managed a staff of up to 10 people daily for a four star restaurant, bar, kitchen, and special functions.
- Selected and ordered wine and bar selections, resulting in an increase of bar sales of 55%.

EDUCATION:

Bachelor's in Business Management (In Progress)- Moorpark College (Moorpark, CA) projected 5/2011

Continuing Education – Art Center College of Design (Pasadena, CA) August 2006 – present

High School Diploma - Quirindi High School (Sydney, Australia) September 1997