

Rebecca Schwab

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PROFESSIONAL SUMMARY

Entrepreneur multimedia producer with fifteen years of experience in military and private sector environments. Possesses a comprehensive background in audio-visual production, development and design of multimedia products, public affairs, and writing.

PROFESSIONAL EXPERIENCE

SECRET SKY MULTIMEDIA – Concord, NH

Aug 2014 – Present

Owner/operator

Voice Over, Videography, and Publishing

- Publishes print, ebook, and audio books for distribution via multiple digital platforms
- Voices audio narration files for audio books, TV and radio commercials, tutorials, educational programs, tours, explainer videos, phone messaging systems, book trailers, and other products
- Responds to client requests for adjustment to tone, speed, and character of vocal delivery
- Professionally mixes and masters audio using Adobe Audition and/or Audacity
- Matches audio narration files to client's videos with Adobe Premiere Pro; produces final video product
- Adds music and sound effects as needed with Adobe Premiere Pro; produces final video product
- Past clients include Samsung, True Religion, Shutterstock, Fox, Habitat for Humanity, and hundreds more

21st THEATER SUSTAINMENT COMMAND - Kaiserslautern, Germany

Nov 2019 - Dec 2021

Public Affairs Specialist

- Website administrator, to include researching for and writing web content related to the activities of the 21st Theater Sustainment Command and its subordinate units; designed pages, added photos and videos, and wrote content as needed
- Managed the unit's social media sites, including Facebook, Twitter, Instagram, and YouTube; developed ideas for content, such as photo contests and weekly Soldier Spotlight features; researched and wrote daily posts; shot and posted photos and videos as needed; live streamed video of events; and responded to questions and comments
- Filmed, edited, and produced video news and feature stories
- Shot and edited photos
- Wrote print stories for publication on the web, social media, and the Kaiserslautern American newspaper
- Narrated the 21st TSC general's change of command ceremony

PEARL HARBOR NATIONAL MEMORIAL – Honolulu, HI

Sept 2015 – Nov 2019

Visual Information Specialist

- Website administrator, to include researching for and writing web content related to World War II, the Pearl Harbor attack, and the USS *Arizona* Memorial; created and designed new pages; built multimedia libraries for photo, audio, and video files; and updated events calendar
- Managed the park's social media platforms, including Facebook, Twitter, Instagram, Flickr, and YouTube; developed ideas for interpretive content appropriate to each platform; researched and wrote content; shot and posted photos and video; live streamed video of events; and responded to questions and comments
- Produced and/or oversaw production of interpretive audio, photo, and video content for internet distribution using Adobe CC (Premiere, Photoshop, and Audition)
- Assisted with development of an app for the memorial; selected, edited, and organized audio, video, and photo files to correlate with existing USS *Arizona* Memorial narrated tour; uploaded photos and videos into

app CMS; wrote interpretive introductions and photo captions; produced audio files of survivor testimonies voiced by US Navy volunteers; and provided feedback on graphics, colors, layout, and function of app

- Assisted with a redesign of the monument's reservation page on www.recreation.gov to improve functionality; drafted the first redesign and wrote content for tour options
- Served as assistant public information officer, which included writing press releases, coordinating press conferences, and facilitating media visits
- Served as "acting chief of interpretation" as needed, supervising 15 employees running all aspects of the monument's visitor services (5,000 visitors daily)
- Assisted with other park functions, including procuring new equipment; troubleshooting equipment failure; ordering replacement exhibits; assisting at the ticket desk, theater, and memorial; answering visitor questions via email, phone, and in person; and producing audio files for VALR's phone messaging system

US ARMY – [AFN BAVARIA](#), Vilseck, Germany

May 2011 – July 2014

Broadcast Journalist / Supervisor

Radio department supervisor (Sept 2013 – July 2014)

- Supervised four radio DJs and oversaw three daily live radio shows; DJ'd shows as needed; updated music inventory weekly; scheduled show guests and radio remotes; managed employee schedules
- Served an audience of over 100,000 soldiers, family members, and other US civilians in Bavaria by providing music, information, and entertainment

Television news department supervisor (Sept 2012 – Sept 2013)

- Supervised four broadcasters; provided training/guidance on TV news procedures; directed daily production of two-minute television updates; reviewed, corrected, and approved scripts for TV products; filmed, edited, scripted, and voiced TV news and feature products; coordinated coverage for events
- Responsible for over \$40,000 of camera equipment with no loss or damage

Broadcaster (May 2011 – Sept 2012)

- Produced daily radio news; filmed, edited, scripted, and voiced TV products; scripted, voiced, and produced radio and TV commercial spots, including a weekly Bavaria segment with tips on living in Germany; conducted on-camera and over-the-phone interviews; and served as on-camera personality for news reports

Unit Prevention Leader (Mar 2012 – Oct 2013)

- Conducted all aspects of monthly random drug testing for AFN Bavaria

Combined Federal Campaign representative (two years)

- Led campaign for employee charitable donations; achieved highest award for donations for both years

US ARMY – Fort Drum, NY; Baghdad, Iraq

Oct 2007 – May 2011

Broadcast Journalist

- Produced video, radio, print, and photography news products for a brigade of over 2,500 people
- Coordinated and conducted interviews with soldiers, command staff, civilians, and Iraqis
- Deployed from 2009 to 2010 to Baghdad, Iraq, to cover transfer and/or closure of military bases; traveled extensively between bases to conduct interviews and get footage; escorted civilian media on the battlefield
- Narrated over 40 official ceremonies
- Assisted in training six Unit Public Affairs Representatives throughout the brigade

EDUCATION

MA in Middle Eastern history – Tel Aviv University, Ramat Aviv, Israel – 2010

BA in journalism – University of New Hampshire, Durham, NH – 2005