

# Stephen J. Bascietto

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Professional with communication expertise. Results oriented with excellent organizational skills that promote an ability to multitask while maintaining detail-oriented, quality work delivered on deadline. Possesses exceptional communication skills—oral, written, interpersonal.

## EDUCATION • Frostburg State University

- **Bachelor of Arts in Communication Studies**, December 2008
- Area of Concentration in Mass Communication with a focus in radio broadcasting

## EXPERIENCE

### • Allegheny Radio Corporation • Board Operator/Intern • *June 2008–March 2009*

#### **Promoted from un-paid to paid position**

- Supported multi-station managers by maintaining databases and automated programs
- Coordinated promotion events for on-site broadcasts
- Provided departmental administrative support

### • Euler Hermes ACI • Business Development Specialist • *May 2010–August 2010*

- Consistently contributed daily and monthly team productivity goals
- Communicated to prospective clients the strengths and objectives of the company
- Strategized with management and team members for ways to increase new business

### • Truly Strings, LLC • Managing Member • *October 2012–present*

- Manage daily business operations including project organization, client communication, marketing development, and budgetary supervision
- Strategize the continuing development of the company and maintain the state requirement standing for small business ownership with LLC status
- Perform all contracted jobs for clients as head Luthier
- Maintain skill and knowledge of the industry by connecting with colleagues and other Luthier businesses

### • Paul Reed Smith Guitars • Final Assembly Specialist • *May 2011–January 2013*

- Responsible for maintaining knowledge about all guitar models produced by the company in order to quickly and accurately assemble the product
- Ensured the standard of a high quality end product
- Received project instructions and carried out tasks successfully; maintained good communication with other team members
- Internally recruited to be the appointed safety representative for the final assembly department

## TECHNICAL PROFICIENCIES

- Computer program proficiencies include Microsoft Office Suite, Adobe Professional, some experience with FinalCut Pro
- Experienced with a variety of social media
- At ease with both Mac and PC operating systems

## ADDITIONAL EDUCATION • Roberto-Venn School of Luthiery

### • Accreditation in Luthiery, February 2011