

CADE CONKLE

PHNOM PENH, CAMBODIA • CADE.CONKLE@GMAIL.COM • CADECONKLE.COM

SUMMARY OF QUALIFICATIONS

Able to review and disseminate information to diverse audiences using exceptional written and oral communication skills. Highly effective analytical, time management, and account management abilities. Able to connect with both strangers and acquaintances quickly and effectively.

EDUCATION

San Francisco State University **Attended 2009 – 2011**
B.A. in Broadcast and Electronic Communication Arts, Audio Production
Graduated with Honors

Foothill College **Attended 2007 – 2009**
Music Technology

AUDIO WORK EXPERIENCE

Sound Design/Mixing **2016**
City of Four Faces **Book Promo**

Sound Mixing/ADR **2009**
Cult Fiction **Independent Film**

Sound Mixing/ADR **2011**
My Name is Seven **Independent Film**

Volunteer **2008 - 2013**
Foothill College Studio **Recording Studio**

Intern **2010**
Thizz Latin Record Label **Recording Studio**

Volunteer **2008 - 2009**
Suspect Studios **Recording Studio**

Student **2007 - 2009**
Foothill College Studio **Recording Studio**

Student **2009 - 2011**
San Francisco State Studio **Recording Studio**

OTHER WORK EXPERIENCE

English Teacher **December 2015 – Present**
Harrods International Academy **Phnom Penh, Cambodia**

- Teaching English, math, science, history, PE, music, art, etc to 3rd, 4th and 5th graders following British and Singaporean curriculums.
- Lesson planning for various activities, subjects, and field trips.
- Following the intensive British IPC curriculum which focuses on a student's experience and learning, rather than just "work".

CADE CONKLE

PHNOM PENH, CAMBODIA • CADE.CONKLE@GMAIL.COM • CADECONKLE.COM

Marketing Coordinator

National 6A Investment Co., LTD

April 2015 – December 2015

Phnom Penh, Cambodia

- Marketing, project management and business setup, copy writing, event coordination, outreach/communication, and strategic planning for Aura Thematic Hostel and Eluvium Rooftop Lounge in Phnom Penh.
- Hired and trained staff to improve quality and quantity of services provided.
- Networking with various professionals and customers of various cultures in the community to improve each other's marketing, sales, events, problem solving, and ability to perform respective tasks.
- Financial planning to ensure profitability of companies.

Project Manager/Producer

Weightman Advisory Services

November 2014 – April 2015

Phnom Penh, Cambodia

- Document editing and proof reading, project management, graphic design, document, statistical and expense tracking, and technical support for The Visa Center office.
- Managing renovation projects at a number of houses and apartments by working with builders, designers, salesmen, and suppliers to create beautiful, original, and high quality finished products.
- Producing a reality television show by developing story lines, working out logistics with talent and gear, filming, audio editing, graphic design, and putting a promotional package together for American television.

8th Grade Teacher

Boys and Girls Club of the Peninsula

October 2013 – May 2014

Redwood City, CA

- Lesson planning for a variety of subjecting including speech and essay writing, music, and life skills.
- Provided homework assistance and academic mentoring in math, English, history, and science.
- Facilitated high school preparatory sessions, aiding eighth graders with writing essays and applications.
- Conducted life skills and teambuilding activities, while forming positive relationships with the students.

Team Leader

EAT Club

November 2013 – August 2014

San Francisco, CA

- Facilitated expediting and packing orders for multiple locations.
- Produced on time, accurate delivery to customers within a delivery window, while providing and maintaining excellent customer service.

Counselor/Monitor

Health Right 360 – Walden House

November 2013 – August 2014

San Francisco, CA

- Assessing client needs and strengths in support of health and recovery.
- Counseling in individual and group settings, delivering curricula in accordance with program specific requirements, and case management.
- Assisting clients in navigating systems of care while providing a supportive treatment environment.

Clinical Affairs Consultant

Neotract, Inc.

October 2011 – December 2012

Pleasanton, CA

- Coordinated with the clinical team, both in-office and remote, providing general support including: Tech support, travel to sites around the country to provide clinical support, documentation creation for both sites and in-office files, device and equipment shipments and accountability, subject tracking and more.
- Corresponded with doctors, nurses, and monitors at the sites in the US, Canada, Australia, and Europe.
- Designed, improved processing, and maintained electronic and physical filing systems for 3 studies, resulting in clear and easily accessible data.
- Identified data inconsistencies, reconciled device accounting, and supported data management to meet critical company deadlines.
- Worked with the Director and the Vice President to overcome issues that clients were facing, and to provide intuitive solutions quickly and efficiently.

CADE CONKLE

PHNOM PENH, CAMBODIA • CADE.CONKLE@GMAIL.COM • CADECONKLE.COM

Volunteer Referee and Tutor

Palo Alto Family YMCA

- Volunteer Referee/Coach: Worked with children ages 5-12 in youth basketball programs.
- Volunteer Tutor: After school math tutor for middle and high school students.

2000 – 2008

Palo Alto, CA

Assistant Real Estate Agent

Ephemera

- Coordinated with other employees around the city to organize and maintain warehouses, homes to be sold, and office spaces.
- Organized his primary office space, filing receipts, emails, etc.

May 2011 – August 2011

San Francisco, CA

Warehouse Assistant/Data Manager

Jameco Electronics, Inc.

- Located, stored information, and created a database for 4000 electronics products.
- Trained 5 other interns on the same job.
- Reorganized the entire warehouse, both physically and electronically.

June 2005 – August 2005

Belmont, CA

TECHNICAL SKILLS

- **Software:** Proficiency with Pro Tools, Reason, Logic, Nuendo, and other DAWs.
- **Software:** Proficiency with virtual instruments, composition and plugins including Waves, Massey, SoundToys, Auto-Tune, Digidesign, Trillium Lane Labs, Audio Ease, etc.
- **Software:** Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Access, Microsoft Outlook, WordPress, Windows, MacOSX, iOS, Android, Social Media, Adobe.
- **Hardware:** Both digital and analog gear including consols, outboard gear, patch bays, speakers, wiring, various mics, and a 24 track deck.