

Richard N. Slugoski Jr.

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Website: www.richslugoski3d.com

Education

- Full Sail University July, 2012 – December, 2014, GPA – 3.37
Bachelor of Science – Computer Animation
- University of Phoenix 2010 – 2012, GPA - 3.91
Associates – Information Technology Support

3D Software Skills

Computer Skills

Autodesk Maya (6.5 years experience)	MAC OSX
zBrush 4R6 (2.5 years experience)	Windows 95/2000/XP, Vista, Windows 7
Photoshop CS6 (4 years experience)	MS Office Suite - MS Outlook, MS Word, MS Excel, MS Access, MS PowerPoint
NukeX 8 (1.5 years experience)	ADP, WorkDay, Oracle HRCC, Paycom
Syntheyes (1 year experience)	HireRight, First Advantage, MeSH
After Effects (2 years experience)	
Mental Ray (3 years experience)	

Experience

Razor Edge Games

November, 2015 - Present

3D Modeler: Working remotely

- Model assets for game development using propriety 3D software package.
- Create high and low poly models for specific requirements.
- Unwrap models to prepare them for texturing.
- Create normal maps to keep high-resolution details on the low polygon models.

HILLCREST COUNTRY CLUB

February, 2018 – Present

HR Generalist: Malibu, CA

- Coordinated the conversion of 250 employees into an electronic file system by preparing files and separating documents into different categories
- Point of contact for Filer Express (digital filing system), help troubleshoot any issues, and ensure new applicants are created
- Review 5-15 applicant background checks a month
- Audit employee files to ensure process is followed for each applicant
- Assist with applicant files to ensure all documents are completed correctly
- Create various weekly, monthly and Ad Hoc reports from HRIS system Paycom
- Assist in various HR related tasks and projects, such as:
 - Recruiting: Phone screens, Reference Checks, Background Checks, Drug Tests
 - Onboarding: Setup new employees into Paycom (HRIS system), New Hire Paperwork, Orientation
 - Safety: Monthly Department Inspections, meeting, and trainings
 - Benefits: Open Enrollment, assist in processing new hires

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MARKETING & PROMOTIONS ASSISTANT

- Generate and Maintain the Clubs promotional communication to members
- Maintain the Club website, ensuring accurate and relevant content at all times
- Update content for weekly email to the membership, including inserting jpegs, and links to PDFs or web pages
- Create Cub event registration and Club calendar
- Create promotional material using design programs, such as Adobe Photoshop and Adobe Illustrator