

Excellent customer service skills and great attention to detail**TRAINING**

03/08 San Diego Bartending School San Diego, CA
Certification Acquired

SKILLS

- Motivated self-starter, ethical, conscientious, organized and reliable.
- Proficient in Microsoft Office, Windows, Mac OS and MICROS
- Additional Language: French - Intermediate

EXPERIENCE

9/13 – current **Personal Trainer** Sacramento, CA
No Limitations Fitness For Body & Mind
 - Freelance trainer and small business owner

HOSPITALITY

10/13 – current **Bartender** Sacramento, CA
Levy Restaurants
 - Tend bar at Sleep Train Arena for Kings games, concerts, etc.

11/08 – 06/09 **Bartender** San Diego, CA
Courtyard Marriott, Old Town
 - Tended bar in the evenings and waited tables as needed

08/08 - 09/08 **Bartender, Cashier** Sacramento, CA
Culinary Staffing America, Inc.
 - Private events, CA State Fair

04/08 - 07/08 **Bartender** San Diego, CA
 - Various indoor and outdoor private parties. Reference Available

MANAGEMENT

02/12 - 05/12 **Tutor** Sacramento, CA
The Academic Advantage
 - Tutored Math and Language Arts to students grades K to 6

06/06 - 10/06 **2nd Assistant Director** San Diego, CA
20th Century Television
 - Managed the affairs of talent and crew during production.
 Responsible for generating daily reports.

02/02 - 04/03 **Office Manager** San Diego, CA
Balboa Transportation Services
 - Processed payroll, scheduled appointments and employee hours,
 maintained website and various other office duties as needed.

ADMINISTRATIVE

06/09 - 09/09 **Production Secretary** San Diego, CA
20th Century Television - "Terriers" Drama, Pilot Episode
 - Maintained online database, processed daily reports and various
 administrative duties as needed

03/08 - 05/08 **Production Secretary** San Diego, CA
20th Century Television - "The Ex List" Romantic Drama, Pilot Episode
 - Maintained online database, processed daily reports and various
 administrative duties as needed

CUSTOMER SERVICE

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|---------------|---|---------------|
| 07/03 - 10/03 | Retail Sales
<i>Bailey and McGuire Pottery</i>
- Cashiered, maintained inventory, managed displays and open/closed the store. Provided personal customer service and historical information to guests. | San Diego, CA |
| 09/00 - 04/01 | Retail Sales
<i>Barnes & Noble</i>
- Cashiered, managed displays, placed orders and provided excellent customer service. | San Diego, CA |

(Additional work history available)

EDUCATION

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|---------------|--|-------------------|
| 01/09 – 05/12 | Academy of Art University
Master of Fine Arts
Motion Pictures & Television – <i>Editing</i> | San Francisco, CA |
| 4/03 - 03/05 | University of California, San Diego
Bachelor of Arts
BA in Visual Arts, Media emphasis Film and Video | La Jolla, CA |

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| REFERENCES | Available upon request. |
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