

Kellie Davis

858.337.1271

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Excellent customer service skills and great attention to detail

TRAINING

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

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**
No Limitations Fitness For Body & Mind
- Freelance trainer and small business owner Sacramento, CA

HOSPITALITY

10/13 – current **Bartender** *Levy Restaurants* Sacramento, CA
- 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**
Culinary Staffing America, Inc.
- Private events, CA State Fair

Sacramento, CA

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

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 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 <i>Balboa Transportation Services</i> - Processed payroll, scheduled appointments and employee hours, maintained website and various other office duties as needed.	San Diego, CA
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ADMINISTRATIVE

06/09 - 09/09	Production Secretary <i>20th Century Television - "Terriers" Drama, Pilot Episode</i> - Maintained online database, processed daily reports and various administrative duties as needed	San Diego, CA
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03/08 - 05/08	Production Secretary <i>20th Century Television - "The Ex List" Romantic Drama, Pilot Episode</i> - Maintained online database, processed daily reports and various administrative duties as needed
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CUSTOMER SERVICE

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

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

REFERENCES Available upon request.