

Tara Maureen Browne

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Work Experience and Skills:

Operations and Facilities Coordinator, The Hollywood Production Center

(06/14-08/14)

- Coordinate operations and facilities maintenance for HPC3, 111 Apartments, 127 Office Building
- Supervise maintenance team
- Supervise janitorial work
- Supervise building safety code compliance
- Delegate work orders
- Accounts Receivable
- Customer Service
- Reception
- Facilities maintenance and repair
- Create IT request orders
- Move-in/Move-out reports
- Petty Cash
- Microsoft Office Suite (Excel, Word, Outlook)
- Supervise inventory (Office supplies, FedEx, furniture, food, etc)
- Supervise legal proceedings for 3-Days and Eviction processes
- Respond to tenant inquiries
- Communicate between Corporate HQ and tenants
- Organize and check invoices
- Organize bills to send to Corporate
- Submit weekly and monthly budget reports
- Submit weekly and monthly expense reports

Client Services Representative Modern VideoFilm Post-Production

(10/12-06/14)

- Administrative assist head of Client Services
- Hospitality
- Answer emails and take phone calls
- Cover receptionist
- Switchboard
- Re-stock food and supply closet
- Manage catering orders
- Create reports
- Inventory supplies
- Use and maintain house accounts
- General office management and administration
- Microsoft Office: Excel, Word, PowerPoint, Outlook
- Use printer, fax, copier and scanner to perform duties
- Run errands
- Grocery shop
- Order and pick up food orders
 - Carla Lotito, Supervisor. (818)333-9344

Runner, ESPN

(10/12-Present)

- Set up/breakdown production
- Production Assistant
- Coordinate and organize volunteers
- Handle volunteer paperwork and in-processing
- Hospitality team
- Assist with talent catering
- Load truck, lift 40+ lbs

- Use walkie-talkies to communicate and coordinate with base

Caterer, Truly Yours

(07/12-05/14)

- Set up venue
- Breakdown venue
- Load truck
- Lift 50+ lbs
- Serve food
- Serve drinks (white wine, red wines, water, etc)
- Customer service
- Hospitality
- Serve Appetizers
- Cut and serve cakes
- Bus tables

Caterer, Food Fetish

(09/13-05/14)

- Set up venue
- Breakdown venue
- Load truck
- Lift 50+ lbs
- Serve food
- Serve drinks (white wine, red wines, water, etc)
- Customer service
- Hospitality
- Serve Appetizers
- Cut and serve cakes
- Bus tables

Research/Administrative Assistant, SOCHE at Wright Patterson Air Force Base

(05/08-03/12)

- Project assist other directorates when needed
- Project management/supervision
- Create drafts of presentations and official documents
- Microsoft Office (Excel, PowerPoint, Word, Outlook)
- Instant messenger
- Answer phones
- Assistant to the Deputy Chief of Materials and Manufacturing
- Event Coordination
- Group lead/supervise STEP students
- Update and execute policy research and application
 - Pamela Schaefer, Supervisor: (937)656-9208
 - Wade Brower, Asst. Supervisor: (937) 558-6877

Writer, Wright State Guardian

(11/07-04/08)

- Research assigned subjects
- Stay current on local news and events
- Correspondence
- Interview public for opinion articles
- Interview those involved in entertainment related fields
- Write articles
- Edit articles
- Attend monthly meetings
- Discover leads on stories

Barista, The Coffee Bean and Tea Leaf

(02/11- 07/12)

- Customer service
- Create made-to-order coffee and tea drinks
- Handle food

- Cashier; Point of Sales System
- Clean and organize store
- Restock
- Inventory
- Close/open store
- Answer phones
 - Louis Sapalaran (323)467-7785

Typist Skills: 70 WPM

Microsoft Office Programs, Instant Messenger and POS Systems Experience, Social Media Saavy

Education:

Los Angeles City College: 855 N Vermont Ave, Los Angeles, CA 90029—*A.A. Degree; Salutatorian*

Academics, Honors and Awards:

Salutatorian, LACC Class 2012

Wright State Honors Scholarship (4 yr)

Military Officer Association of America (MOAA) Scholarship (4 yr)

State of Ohio Science Fair Award Winner (Superior Rating, Ohio Petrochemical Association Award, Discovery Kids Channel

Young Scientists Challenge Finalist)

Member of the National Society of Collegiate Scholars

References:

Personal:

Fred Fate- (562)619-6676, known 3 years

Samantha Stumman- (760)214-8688, known 4 years

Robin Brown- (937)233-0333, known 13 years

Professional:

Pam Schaefer- (937)656-9208, RXO Deputy Chief of Materials and Manufacturing for the Air Force

Wade Brower- (937)558-6877, RXOF Chief of Facilities

Louis Sapalaran- (323)467-7785, Coffee Bean and Tea Leaf Hollywood Store Manager