

Brian M. Gaynor

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Professional Summary

Experienced Operations Manager and Veteran with strong leadership and lateral thinking skills. Effective communicator and team player with strong organizational and time management abilities. Highly adaptable to a changing workplace.

Education

Los Angeles Recording School

B.S. Entertainment Business

Advanced study of the specific business management skills in Entertainment. Cum Laude - 3.6 GPA

A.S. Recording Arts

Intensive course of study in Sound Engineering. Summa Cum Laude

Los Angeles, California

Graduated August 2019

Los Angeles, California

Graduated February 2018

AWARDS: Navy and Marine Corp Achievement Medal recipient (2xNAM); Several Flag Letters of Commendation (FLOC); Good Conduct Medal; National Honor Society for Entertainment Arts (NHSEA);

Employment History

Saalex Solutions (Warehouse Specialist, 3/2019 - 06/2019)

Seal Beach, CA

- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed.

24K Recording (Studio Operations Manager, 04/2018 - 02/2019)

North Hollywood, CA

- Consistently provided excellent, informed customer service and maintained strong reliable work ethic.
- Delivered quality service and products and performed customer service enquiries, sales, and cash sales.
- Engineered recording sessions, and produced musical sound tracks for various artists.
- Skillfully trained and lead a team of promoters and engineers to generate revenue

Treacherous Records (Intern, Studio Engineer, 02/2018 – 03/2019)

Glendale, CA

- Engineered recording sessions, and produced musical sound tracks for various artists.
- Created and developed quality media products for the studio and customers.
- Was responsible for setting up audio/ visual equipment such as recorders, mixers, amplifiers, cameras and audiovisual switching devices for business operations.
- Repaired and maintained audio equipment, such as mixers, microphones, amplifiers, and switching devices.

Universal Attractions Agency (Intern, Agent, 11/2016 – 04/2017)

Woodland Hills, CA

- Maintained & nurtured vendor / client relationships
- Negotiated monies earned for services rendered by clientele
- Streamlined relationships between all departments
- Helped prioritize office in a fast-paced, multi-tasking environment
- Developed catalog of over 350 venues/festivals nationwide

United States Navy (Air Traffic Controller 7/2011-7/2016)

FPO, United States

- Professional Air Traffic Controller; Certified by the Federal Aviation Administration (July 2011)
- Maintained Secret and Top Secret information spaces along with Facility Procedural Logs.
- Performed the duties and responsibilities as set forth by NAVAIR-80T-114 in accordance with JO7110.65

Additional Skills

- Excellent communication skills
- Versatility and Adaptability
- Strong integrity and multi-tasking
- Able to work proficiently under pressure
- Strong understanding of Business Management
- Strong networking/interpersonal skills
- 4 years working in entertainment industry
- Willingness to learn

**PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST*

Dishwasher Test

Score 9 / 10

-1 (90%)

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - ☒ c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - ☒ d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - ☒ b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - ☒ e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - ☒ c) Use an oven mitt or dry cloth towel
 - d) Nothing
- D 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - ☒ d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - ☒ b) Spray with a sanitizing solution, then rinse with clean water and dry
 - ☒ c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Cashier Test

Score 12.5 / 15

- B 1) A roll of quarters is worth?
a) \$5.00
☒ b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
☒ a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- C 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
☒ c) \$4.00
☒ d) \$2.00
- A 4) A roll of pennies is worth?
☒ a) \$1.00
b) \$0.75
☒ c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
☒ c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city 9% .5 ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
☒ c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
☒ b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
☒ d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
☒ a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50