

# Brian M. Gaynor

Los Angeles, CA 90028

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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

**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 125 / 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

C 6) What is the current sales tax rate in your city 9.75%?

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