

Education

University of North Carolina Wilmington, Bachelor of Arts, Communication Studies December 2016

Cape Fear Community College, Associates of Arts

May 2013

Skills

Proficient in Microsoft Office, Detail Oriented and Organized, Great Verbal and Written Communication, Bookkeeping Support, Administrative Support, Multitask, Customer Service and Relations

Relevant Experience:

Background Extra.

February 2013 - March 2014

- Frat Brothers
- The Red Zone
- Under the Dome
- The Longest Ride

Wilmington, North Carolina

Experience

Stage Hand

February 2018- Present

Wilson Center – Cape Fear Community College.

Wilmington, North Carolina

- Load in scenic elements for the production
- Maintain, repair and set up all prop pieces related to production
- Assisting wardrobe department, riggers, electricians and carpenters

Receptionist

August 2018- Present

The Davis Community

Wilmington, North Carolina

- Maintain resident logs, admissions and discharges
- Schedules and maintains meetings appointments and meetings
- Answers customer calls, and emails

Sales Associate and Photographer

May 2018- Present

FotoFx – Fort Fisher Aquarium

Wilmington, North Carolina

- Set-Up and management of daily operations for photography
- Organizing and executing photo sessions when needed
- Presentation and sales of photos and content to our guests and clients
- Taking quality souvenir photographs for venue guests
- Inviting customers to view their photos and complete sales of souvenir photographs

Customer Service Representative

June 2017- February 2018

Big Brothers Big Sisters of Long Island

Islandia, New York

- Managed incoming and outgoing calls to set up appointments and address customer service needs
- Updated and maintained client database

Administrative Assistant

June 2015-December 2016

Morningside of Wilmington

Wilmington, North Carolina

- Always deliver exceptional client service. Greet clients and patients in a friendly, professional manner
- Coordinated facility tours to prospective clients
- Assisted Marketing Director with client inquiries
- Provided bookkeeping support
- Professionally and Efficiently Handle telephone calls
- Assist clients/team as needed