

JUSTIN DELANEY

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Results-driven individual, with over 5 years of management experience in marketing and hospitality industry, seeking to leverage fast-paced work ethic and forward thinking to help meet company demand and client satisfaction. I have the positive attitude, follow-through, and dedication to constant learning and personal growth, that will allow me to successfully step into any role, and contribute as additional value.

PROFESSIONAL EXPERIENCE

May 2016 – Present

STUDIO OPERATIONS COORDINATOR, Warner Bros. Studio, *Burbank, CA*

- Facilitated and assisted with over 20 successful third party and in-house production shoots, over 50 publicity events, and over 100 special events, by utilizing knowledge of production workflow, needs, and challenges, and by leveraging contacts at Warner Bros. Studio and external vendors.
- Decreased duration between initial inquiry and shoot confirmation by streamlining the drafting of production estimates, deal memos, and studio lease agreements, resulting in senior management securing an increased number of productions.
- Collaborated with Warner Bros. Finance and Warner Bros. Technology departments to effectively roll out a new production scheduling and billing system, resulting in more accurate, collectable, and useful revenue data.
- Assumed duties of office manager, ensuring a more efficient and positive workflow, by maintaining office equipment, supplies, and pantry; assisting with new employee and intern onboarding; and initiating office morale-boosting practices.

April 2014 – June 2017

GUEST SERVICES MANAGER, Courtyard by Marriott, *Sherman Oaks, CA*

- Reinforced interdepartmental relationships, constructing a positive, efficient, and enjoyable environment for guests and staff.
- Created guest-focused initiatives that relied on the creativity of each Guest Services team member, resulting in increased morale, work ethic, and sense of accountability in staff.
- Updated and standardized client credit card billing process to meet PCI compliance, increasing client satisfaction and confidence, and securing business of multiple aviation companies.

June 2012 – October 2013

DIRECT MARKETING MANAGER, Avail Marketing, *Richmond, VA*

- Directly connected with local companies and charities to involve them in Avail Marketing non-profit events, which established a stronger presence in the community, resulting in an organic increase in word-of-mouth promotion.
- Synchronized direct marketing and social media marketing departments through creative interactive pop-ups around college campuses, garnering a turnout of over 2,500 participants to an inaugural event.

VOLUNTEER WORK

- Partnered with Los Angeles non-profit, “A Place Called Home”, to build a web platform that will increase mentorship participation, as well as, enable mentors to provide a stronger effect on youth.
- Annual Camp Ronald McDonald Holiday Party, *Los Angeles, CA, December 2017 and 2018.*

AWARDS

1 of 10 Recipients of the 2018 Warner Bros. Studio I.D.E.A. (Innovation, Diligence, Enterprise, and Actions) Award.

SKILLS

Xytech MediaPulse, Salesforce, SAP, Microsoft Office, Google Calendars, Google Docs, Final Draft, Final Cut Pro, P-card Processing, SPSSStatistic, Social Media Marketing, Adobe Creative Cloud, Webpage Development (HTML/CSS/Javascript).

EDUCATION

Virginia Commonwealth University, Richmond, VA

Organizational Psychology B.S. | Theatre B.A. | Creative Writing minor

University of California, Los Angeles

Business & Management of Entertainment Certificate | The Coding Boot Camp at UCLA Extension, *August 2019*