

Sam Mulcahy

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Education

Northeastern University - Boston, MA

- B.S. in Theatre, May 2018
- Member of Northeastern Honors Program
- Grade Point Average: 3.3

Experience

Koeppel LLC

Courier & Office Assistant (New Orleans, LA - July 2021 - June 2022)

- Assist with any tasks necessary for the orderly operations of the law firm
- Organization & delivery of mail to firm employees
- Answer the office phone & directing to their desired location
- Maintenance of office supplies & organization of storage spaces
- Delivery of documents to the court for filing
- Legal service of documents in special circumstances

Brewsy

Manager (New Orleans, LA - August 2020 - March 2021)

- Assist with the founding of the company and create standard methods for manufacturing and fulfillment
- Delegate tasks to employees to ensure time efficient assembly of the product
- Oversee all shipping to customers
- Purchase & organize shipping labels, & cooperate with the postal service to facilitate pickup of packages
- Maintain a clean & well organized workplace
- Work directly with employees to complete manufacturing tasks
- Dedicate all time towards the completion of necessary activities, including those outside normal parameters
- Advocate for the proper treatment of employees by upper management

Technician

Northeastern University Event Management (Boston, MA - September 2014 - May 2018)

- Operation of lighting & sound equipment during events
- Organization & maintenance of equipment
- Setup of equipment in a timely fashion prior to an event
- Working with event organizers & clients to provide desired outcomes
- Clean up of event spaces upon completion of an event

Skills

- Limited experience on film sets as both an actor & a crew member
- Proficient with Google & Microsoft Office Suite
- Experienced with all major social media platforms
- Capable with Adobe Photoshop & Adobe Lightroom
- Gifted public speaker & well developed customer service skills
- Organization skills in both digital and physical spaces
- Training in Java, HTML, and CSS
- High computer literacy