**Dylan M. Janney**

**661-713-7422**

Dylanmj@gmail.com

**Skills**:

* General business, accounting, and legal concepts.
* Excellent verbal, written and interpersonal skills
* Excellent time management skills.
* Proficient in Microsoft Office programs including Word, Excel and Powerpoint.
* Proficient in Audio/Video Editing/Recording software/hardware

**Work History**:

Aug 2010- June 2011- Berkeley Student Cooperative- Berkeley, CA

Food Orders/Packaging/Kitchen

Jan 2008- June 2009

Remo Inc- North Hollywood, CA

Sales, Shipping, Customer Relations

Mar 2007 - August 2007

Java Daves

Santa Clarita, CA

Coffee Barista

Nov 2006- Mar 2007

All American Marketing- Valencia, CA

Graphic Design/Sales/Shipping/Silk Screening

**Education**:

College of the Canyons- Valencia, CA

Paralegal Program/Business Minor 2011-2013

Berkeley City College- Berkeley, CA

English Major- 2010-2011

California Institute of the Arts- Valencia, CA

Music Technology/Aesthetics and Politics Minor 2009-2010

The Los Angeles Recording School

Recording Engineering Certificate 2008-2009