



ANDREA SPENCER

SKILLS:

- Microsoft Office
- Google Drive
- Adobe Photoshop

REACH ME AT:

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ACADEMIC BACKGROUND

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Bachelor's Degree in Business Management 2019

- Majored in Business Management
- Graduated with a GPA of 3.82
 - Deans List Studnet, 2014-2019

PREVIOUS POSITIONS

PRODUCTION COORDINATOR

Studio West Pictures Inc. | Febuary 2019- Present

- Designed a Google Drive for all important documents for employees to add on to and change as needed.
- Contribute to making sure all tasks were documented in emails and white boards in the office, to ensure all deadlines are met.
- Supported administrators in gathering teams for onset production as well as scouting location and flights for teams to be on location.

FRONT DESK

Athletic Society West Valley | May 2019-Present

- Create an environment of friendliness and helpfulness to members of the gym.
- Monitor who comes in by scanning them in each morning.
- Contribute to sales of the company by selling prospects on what the establishment holds and how to use products.

PRODUCTION ASSISTANT INTERN

Studio West Pictures Inc. | Febuary 2018-Febuary 2019

- Created an updated website to showcase present and past behind the scenes work made by Studio West Pictures, Inc.
- Contribute in the making of behind the scenes of 'Batman: The Complete Animated Series' box set in 2018, by archiving photos through scanning and editing using Adobe Photoshop to integrate the images into the feature.
- Compose professional emails for my supervisor to organize sets and location times for production of behind the scenes filming for catering services, lighting and furniture positioning.

VISUAL MERCHANDISER

Tillys | August 2014-July 2019

- Executed changes to store layout with minimal guidelines and executive decisions using prior knowledge of what sells best in the store.
- Managed group of 2-4 associates ensuring projects and store updates done with over 10 major projects within the last year.
- Created store walls, fixtures, and outfitted mannequins on the sales floor to showcase merchandise and encourage consumerism.
- Assisted in 2 store overnight remodels by moving inventory and working with a team of 20-30 people to create a new store layout as well as make managerial decisions on product placement in each location.