

LUANA PEREZ

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WORK EXPERIENCE

Georgetown Cupcake

Catering Manager April 2013-Present

Floor Supervisor May 2011-April 2013

Bethesda, MD

- Handles personalized requests for large corporate orders, weddings and other special occasions.
- Oversees day-to-day operations involving a staff of over 40 that includes front of house, supervisors and the baking staff.
- Organizes weekly scheduling of front of house staff and accomodates all requests.
- Manages daily merchandise and ingredient inventory.
- Maintains quality standards for all Georgetown Cupcake products.

The Studio Visit

Media Intern May 2012-August 2012

Washington, D.C.

- Assisted director with video and photography, including two on-site visits and one event.

Discovery Channel

Production Department Intern January 2012-May 2012

Silver Spring, MD

- Reviewed and tracked music submissions for potential use in Discovery Channel shows.
- Communicated with vendors and keeping abreast of Discovery Channel's current and upcoming slate of shows.
- Attended production meetings.

American University Photography Lab

Lab Assistant August 2011-May 2012

Washington, D.C.

- Assisted students on using the darkroom for developing and processing their films and prints.
- Ensured that the darkroom was organized, inventory was stocked and helped students with the aesthetics of photography.

EDUCATION

American University

Graduated May 2012

Washington, D.C.

School of Communications,

Graduated with a Bachelors of Arts

Major: Journalism Minor: Studio Art

Study Abroad: American University of Rome

Spring 2011

Rome, Italy

SPECIALIZED SKILLS

- Customer Service
- Management
- Conducted Interviews
- Experience using Final Cut Pro, In-Design, Photoshop
- Microsoft Products
- Social Media
- SLR/DSLR Cameras
- Print and Online Writing
- Basic Spanish
- Food Safety Certified