

EXPERIENCE

General Manager/Sales Manager

2017 - 2018

[Loveseat Vintage Furniture • Los Angeles, CA](#)

- Responsible for overseeing daily operations including the high volume processing of incoming furniture, sales, and providing direct leadership to a headcount of 15 employees
- Increased inventory accuracy by identifying past errors
- Sales saw a 27% increase during first month as manager
- Coordinated purchasing strategies with buyers based on analysis of past sales
- Managed scheduling and increased processing productivity by streamlining the workflow and redistributing roles and responsibilities more effectively while effectively reducing labor costs by 12%

Composer's Assistant

2013 - 2017

[David Kitay Productions • Beverly Hills, CA](#)

- Managed workflow, provided technical support, data management and event planning along with general assistant duties in a high multi-task environment
- Created orchestral mockups and arrangements. Produced extensive demos for the upcoming Broadway adaptation of *Clueless*
- Communicated with directors, music editors, and production team. Troubleshooting any changes made to picture through creative editing and mixing.
- Prepared and maintained accurate cue sheets for submission to production company to ensure accurate compensation for compositions.

Food Server

2010 - 2013

[Charley's • Boston, MA](#)

- Greeted guests in a friendly and courteous manner
- Developed a personal clientele through providing above and beyond service
- Ascertain guest satisfaction throughout the meal service
- Functioned well in a team environment

EDUCATION

B.M. Film Scoring

2010 - 2013

[Berklee College of Music](#)

- Graduated *magna cum laude*
- Berklee Achievement Scholarship Recipient

TECHNICAL SKILLS

Information Technology

All Microsoft OS and MS Office, Google Docs, Photoshop, HTML, CSS, JavaScript

Audio and Video Production

Pro Tools, Logic X, Digital Performer, Cubase, Vienna Ensemble, Sibelius, Finale, Final Cut