

Tanya Ramirez

1427 S. Robertson Blvd. #20
Los Angeles, CA 90066
(323)406-7822
ttorres@gmail.com

Objective

To obtain an internship in a film production company

Skills

- **Office Skills:** Office procedures, handling telephones, customer service, basic office machinery
- **Computer:** MS Word, PowerPoint, Excel, the Internet
- **Oral and Written Communication:** Good writing and editing skills
- **Literature:** Foundation in World and American Literature
- **Bilingual:** Spanish and English
- **Knowledge of film history**
- **Personal:** Get along well with others, excellent work habits, very reliable

Education

Liberal Arts Major, Santa Monica College, 2008 to present

Courses related to major: Film History Studies (2 courses), American and World Literature, communications, psychology, history, music history and other classes. Have completed approximately 30+ units at Santa Monica College.

Goal: Plan to transfer to a university to complete a Bachelor of Arts Degree.

Experience

Cashier and Customer Service, Johnny's Pizza, 2007 - present

Duties: Take food orders, handle cash register, provide customer service, and make deliveries.

Camp Counselor, YMCA Camp, Los Angeles, CA, summers of 2006 and 2007

Duties: Handled groups of elementary school youth a summer camp, supervised hiking, campfire sessions, sports activities, crafts, etc.

Activities

- **Film Club Member:** Worked with group to produce a short film; acted as camera assistant.
- **College Club Treasurer**, 2008 – 2009.

References

Available upon request