

# Suzanne Bisht

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## **Education:**

**LaGuardia Community College, LIC, NY**

- **New Media and Film.**
- **2011 - 2012**

**Hunter College, New York NY**

- **Computer Science.**
- **2015 - 2016**

**Stony Brook University, Stony Brook, NY**

- **Cinema & Cultural Studies.**
- **2017 - 2018**

**UCLA Extensions, Los Angeles, CA**

- **Cinematography**
- **2019 - Present**

## **Work Experience:**

CDB Apparel Inc, New York NY :

January 2009 - 2012

Office Assistant

- **Answering phones.**
- **Filing of documents.**
- **Making copies of invoices.**
- **Checking and distributing the mail.**

CDB Apparel Inc, New York NY :

January 2013 - 2019

Shipping Associate / Accounts Payable Associate

- **Data entry.**
- **Entering sales orders into the system.**
- **Uploading orders into the warehouse system.**
- **Routing orders.**
- **Issuing checks.**
- **Entering vendor invoices.**

## **Skills:**

**Microsoft Word**

**Apparel 2000**

**Microsoft Excel**