**Rebecca Canizales** <https://www.linkedin.com/in/becky-mercier/>

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**WORK EXPERIENCE**

**Lori Dorman Photography, Inc. April 2019– Present**

*Office/Studio Manager Los Angeles, CA*

* Implement, maintain and refine office/studio operational processes and procedures
* Manage all HR procedures and related legal requirements and regulations, process payroll accurately and on-time, and oversee all accounts payable/receivable
* Facilitate recruitment and talent acquisition, on-boarding, and exit materials for staff members including keys, credit cards, parking spaces, and contracts
* Coordinate deliveries, accept packages, and maintain inventory of all equipment and supplies
* Ensure studio is kept clean, orderly, and organized; research vendors as needed
* Monitor all shoot dates, editing timelines, and any client requests and changes
* Create and maintain logs and reports of all expenses, employees, equipment, training, payroll, and sales trackers
* Serve as a steward for company culture, working to keep this artistic environment positive, fun, efficient, healthy, and forward-moving through new policies and team-building activities

**Rollin Hero Staffing & Event Rentals July 2017 – March 2019**

*Head of Staffing and Sales & Executive Assistant Los Angeles, CA*

* Manage HR through recruiting, on-boarding, and scheduling of servers, chefs, bartenders and staff for events and oversee all performance management, benefits, training modules, and terminations or disciplinary action
* Manage HR and accounting with accounts payable/receivable and payroll runs and oversee new-hire onboarding and problem solve any employee-related issues
* Maintain and input attendance and time off records, time cards, reimbursements, pay rates, and hours for all staff on Open Time Clock, Excel sheets, Google documents, and Quickbooks for payroll processing
* Acquire new clients through cold calls and marketing, and handle current client contact list and all correspondence
* Create and maintain all business marketing and social media accounts and promotional materials
* Update, track, and log event details, schedules, rental orders, supplies, estimates, invoices, contracts, purchase orders, and budgets through Google Calendar, Gmail, Quickbooks, ESA, Microsoft Word and Excel sheets

**Commercial Roofing Systems, Inc. October 2015 – July 2017**

*Executive & Project Assistant Arcadia, CA*

* Maintain and organize calendar, mail, scheduling, and multiple phone lines for sales and executive teams
* Filing, answering phones, photocopying documents, maintaining and logging supplies
* Track and log project submissions, payments, reports, materials in coordination with project managers and accounting department for multiple projects (past and present) on a shared drive and utilizing Outlook, Microsoft Word, Excel, & SAP for weekly status reports
* Assist HR and accounting with Accounts Payable/Receivable invoices, vendor setup, hiring paperwork, timecards, pay stubs, expense and audit reports, and payroll for union and non-union workers

**Starbucks September 2011– December 2015**

*Barista Los Angeles, CA*

* Greet all guests, create and serve custom drink and food items in high-volume, fast-paced environment
* Anticipate and get out in front of needs of customers and supervisors
* Daily cash handling & distribution of weekly tips
* Log inventory and materials as needed
* Mentor and train new hires to achieve Barista Certification

**Scottsdale Community College June 2011– May 2012**

*Executive Assistant – Math & Science Department Scottsdale, AZ*

* Greet and assist faculty and students with mail, emails, office and tech needs
* Manage multiple phone lines and respond to all email inquiries
* Receive and distribute or organizes all mail, packages, and office supply orders
* Make photocopies of documents, maintain all files, records, indexes, & logs of office supplies and staff needs
* Order supplies and provide additional support to executive of department, staff, and faculty as needed

**ASU Foundation August 2007– June 2010** *Alumni Relations Specialist Tempe, AZ*

* Cold call donors to generate funds for scholarships and school programs at Arizona State University
* Update and maintain various records, indexes, & logs of donors, train new hires
* Generated a multi-million-dollar endowment within the first three months

**EDUCATION**

**Arizona State University May, 2010**

*B.A. Theater Tempe, AZ*

* Magna cum laude
* Performed in, produced, wrote, and organized costumes for various productions

**MEMBERSHIPS, SKILLS & INTERESTS**

* **Memberships:** SAG-AFTRA member – develop and create original New Media projects
* **Skills:** Highly proficient with Microsoft Office & Outlook; Sage accounting program; Open Time Clock; sales, & distribution; event planning; fundraising; problem solving in fast-paced, high-volume situations; detail-oriented; strong leadership skills; self-starter
* **Interests:** Dachshunds, embroidery, reading, *I Love Lucy*, long walks outside, binge-watching television shows, currently developing a comedic web series