

Briana Aubrey

778-980-9451

Vancouver, BC

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I am currently seeking a position; I believe that the diversity of my experience and skills combined with my enthusiasm for new challenges makes me a useful addition to your team.

EDUCATION AND TRAINING

College of New Caledonia

New Media Arts and Communications

Art Institute of Vancouver

Digital Film and Video

TICKET SELLING AND CUSTOMER SERVICE EXPERIENCE

- Greet guests at ticket area and complete transactions thoroughly and politely
- Answer and respond to phone calls from guests or other cast members
- Deal with complaints and concerns, bring attention to managers if needed
- Full knowledge of POS system and company standards
- Train fellow cast members on box office position; after 6 months of employment
- Assist in cleaning of theatres and public areas of the theatre

EVENTS AND PROMOTIONS EXPERIENCE

- Marketing, Vancouver Asian Film Festival
- Develop and distribute promotional materials, advertising, posters, brochures
- Marketing and Event Volunteer, Vancouver International Bhangra Celebration Society
- Organize booths, tents, and materials pre and post events
- Donations Assistant, Latin American Professional Network BC
- Solicit business donations for Inspirational Latin Awards Ceremony

ADMINISTRATIVE SKILLS

- Highly organized, fast and efficient in time sensitive environments
- Computer literate, adapt quickly to different programs
- Proficient in Microsoft Office: Word, Excel, PowerPoint
- Excellent communication and problem solving skills
- Experienced receptionist in multi line phone and message systems
- Experience with high volume shipping and receiving

GRAPHIC DESIGN SKILLS

- Proficiency in Adobe Creative Suite, InDesign, Illustrator, Photoshop, Final Cut Pro, Lightroom
- Knowledge of web technologies: basic HTML, CSS, and Flash
- Proficiency in creative design and illustration for multimedia applications,
- Experience in prepress, colour correction and preflighting
- Demonstrated ability and initiative for learning new software quickly
- Experienced in film editing software, photography and video

EMPLOYMENT HISTORY

BOX OFFICE CAST MEMBER - PART-TIME

Cineplex Entertainment
October 2015 - Current

GRAPHIC DESIGNER

Vancouver Asian Film Festival - Volunteer
June 2015 - Current

GRAPHIC DESIGNER

Vancouver Asian Film Festival - Volunteer
April 2014 - January 2017

POLL CLERK - ORDINARY POLL DAY

Elections Canada
October 2015

BUSINESS SUPPORT OFFICER

Hong Kong Shanghai Bank of Canada (HSBC) - Contract
January 2015 - May 2015

GRAPHIC DESIGNER

Hong Kong Shanghai Bank of Canada (HSBC) - Contract
June 2014 - May 2015

GRAPHIC DESIGNER

Prince George Free Press
September 2010 - September 2012

PRODUCTION ASSISTANT

Prince George Free Press
January 2012 - September 2012

RECEPTIONIST - PART-TIME

Prince George Free Press
January 2012 - September 2012

SHIPPING AND RECEIVING CLERK

Greyhound Canada, Prince George
Seasonal
2008 - 2010

References upon request