

# **Briana Aubrey**

**778-980-9451**

Vancouver, BC

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I am currently seeking a part-time 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**

- Box Office, Cineplex Entertainment
- Greet guests at ticket area and complete ticket 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**

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

## **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
- Handle high-pressure situations and deadlines

## **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
- Experience in large format displays, printing, cutting and mounting
- 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

### **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

*Reference upon request*