

## **Profile**

- Hard-working, quick learner with 15 years of customer service experience.
- Experienced working in a fast-paced office environment requiring prioritization to meet multiple deadlines.
- Trustworthy; entrusted with up to \$15,000 in financial authority as insurance claims representative.
- Experienced leading a team in a production environment.
- Effective team collaborator with proven written and oral communication skills.
- Experienced with legal terms and documentation.

## **Skills**

- Microsoft Word
- Microsoft Excel
- Microsoft FrontPage
- Final Cut Pro

## **Accomplishments**

- Selected to write and direct final film project while attending the Seattle Film Institute.
- Written two feature-length film scripts registered with the Writers Guild of America.
- Awarded a certificate for Performing Above and Beyond Regular Duties in February 2008.
- Awarded a plaque for Dedication to Teamwork in October 2007.

## **Work Experience**

### **Movie Reviewer** (2006 – present)

Past the Popcorn, Seattle, Washington

- Attended press screenings to write reviews for weekly online publication.

### **Senior Field Claims Representative** (2006 – 2009)

Farmers Insurance Group, Seattle, Washington

- Managed an inventory of over 100 claims by investigating accidents, analyzing medical information and negotiating financial settlement with customers and attorneys.
- Maintained over 95 percent file quality in 2008.

### **Intern** (2006)

Screaming Flea Productions, Seattle, Washington

- Assisted in the production of television shows by reviewing and editing material, organizing data and researching story ideas.

### **Department Manager** (1996 – 2006)

Target Corporation, Bellevue, Washington & Centerville, Utah

- Managed numerous departments including product merchandising and the supervision of a team of over 30 team members.

## **Education**

Bachelor of Arts, Film Studies (2002)

University of Utah, Salt Lake City, Utah

Certificate of Completion, Film Studies (2005)

Seattle Film Institute, Seattle, Washington