

ABOUT ME

If you're looking for someone who's determined, hard-working, a multitasker yet still has room to grow, look no further! I'm the right candidate for you! Contact me to find out why!

CONTACT

@ tiarajoyner338@gmail.com

254-392-2705

Austin, TX



TIARA JOYNER

MEDIA PRODUCTION

DEAR PRODUCTION CREW,

Hello! I'm very much interested in your company and any PA positions you might have available. I have received my bachelor's degree in Media Production and am ready to explore the film industry. I'm excited to apply the knowledge I have learned from university to the real world.

Throughout my university years, I have gained a vast comprehension of the media, talent, and production. My classes covered all and any essentials pertaining to the media industry: screenwriting, editing, using sound/camera equipment as well as learning the fundamentals of the mass media and communication. I have experience using editing software's for videos and photos. My work experience has taught me skills that I apply to life every day and can be noted below:

- Microsoft software (Excel, OneDrive,)
- Final Cut Pro, Adobe, Photoshop
- Content marketing
- Multimedia knowledge
- Organization/Scheduling

My skills are not limited, and I will accomplish any task given to me. Thank you for taking the time to review my resume.

Sincerely,

Tiara Joyner

TIARA JOYNER

2801 Wells Branch Parkway, Apt 2334, Austin , TX, 78728 | C:254-392-2705 | tiarajoyner338@gmail.com

SUMMARY

I am committed to acting as a professional and competent point of contact for all clients. I am tech- savvy and focused on staying current with advances in technology. I am detail oriented and calm under challenging circumstances. I firmly believe that I am a perfect candidate for your organization, and I will excel at any task.

SKILLS

- Great communication skills with others
- Analytical to minor details
- Competence to overcome challenges
- Energetic and vibrant disposition

EDUCATION

8/2017 to 5/2021 University of Houston

Bachelor's Program - Communications Major

- **Media Production** is what I majored in which consists of actively using cameras and its' equipment, video editing, screenwriting, and off campus electronic field production

8/2013 to 5/2017 Killeen High School

Top 10% Graduate - Killeen, TX

- Graduated May 2017 at the top of my class with a class that had over 4,000 students

EXPERIENCE

6/2021-current Scheduling Coordinator

North Star Financial Resources - Austin, TX

- Scheduling clients with advisors to cover financial worries
- Discovering recent medical graduates and adding them to our mailing list

10/2020 to 3/2021 Customer Specialist

Best Buy- Houston, TX

- Ensured customers received quality hospitality
- Helped customers with any questions or concerns
- Resolved any problems the customers had

12/2019 to 10/2020 Cashier

HEB - Houston, TX

- Greeting customers in a friendly manner as well as ensuring they have a speedy and hospitable experience

2/2018 to 3/2020 ToGo Specialist/Delivery Specialist/Host

Olive Garden - Houston, TX

- Delivered exceptional, friendly and fast service
- Accurately recorded orders and partnered with team members to ensure guest satisfaction
- For guaranteed satisfaction, orders are always repeated and when the guest arrives always go over the order to ensure it is correct

11/2017 to 2/2018 Store Associate/ Cashier

Charlotte Russe - Houston, TX

- Greeted customers and provided excellent customer service
- Assisted all customers with any returns, questions or issues
- Gave fashion advice when needed to customers

1/2016 to 8/2017 Cashier

IGA Foodliner - Killeen, TX

- Handled the cash register effectively and made sure the customers' needs were always satisfactory
- Kept the station and the restrooms clean and odor free

6/2017 to 7/2017 Barista/ Cashier

Coffee Beanery - Killeen, TX

- Delivered quality service to customers while maintaining a clean and safe work environment
- Built loyal clientele through friendly interactions and consistent appreciation