

Sydney Weill

profile

I am seeking a writing, admin, or production assistant position in the entertainment industry in Los Angeles.

work history

SAN DIEGO STATE UNIVERSITY, *Student-Athlete Academic Support Services* San Diego, CA
STUDENT-ATHLETE TUTOR, August 2021 - December 2021

- + Coordinated lesson plans, course materials, and discussion questions to prepare for session.
- + Leveraged video calls, online chats, and email to tutor students remotely.
- + Reviewed classwork and assisted with homework to boost student understanding of assignments.
- + Applied learning strategies to assist students with concepts.
- + assessed student performance against assignments and examination requirements to determine tutoring needs.

FICTION INTERNATIONAL San Diego, CA
EDITORIAL INTERN, August 2021 - December 2021

- + Reviewed submissions through Submittable.
- + Worked remotely with editors to choose which submissions will be published.

HER CAMPUS MEDIA, *Campus Trendsetters* Boston, MA
INFLUENCER, May 2021 - Present

- + Shared new brands through special features, reviews, and giveaways.
- + Collaborated on shared content creation with fellow influencers or brand partners.
- + Received products and endorsed them according to the directions given by the company.
- + Posted a series of Instagram photos and stories within the given guidelines.

GLOBAL TEL LINK Dallas, TX
BILLING SPECIALIST, June 2020 - August 2021

- + Helped support the office during the pandemic, sorted and delivered mail to outside departments to assist the HR Admin team.
- + Took the lead and trained a new Billing Rep and cross-trained other team members on money order processing.

SAN DIEGO STATE UNIVERSITY, *Office of Housing Administration* San Diego, CA
DESK ASSISTANT/SECURITY MONITOR, August 2019 - March 2020

- + Ensured the safety of the residents in the dorms.
- + Supported strict property security, monitoring visitors, and restricting access.
- + Entered and stored all incidents in logs.
- + Provided customer service to students with housing problems or general questions.

skills

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|------------------------------------|------------------------|
| + Google Drive | + Multitasking |
| + Remote Tutoring | + Schedule Maintenance |
| + Scheduling | + Invoice Generation |
| + Time Management | + Customer Service |
| + Microsoft Excel, Microsoft Word, | + Correspondence |
| Microsoft Teams, Outlook | + Canva |

education

SAN DIEGO STATE UNIVERSITY San Diego, CA
Bachelor of Arts: English, December 2021

- + College of Arts and Letters, English: Undergraduate
- + Member of The Women's Network
- + Member of Greeks Gone Green
- + Executive Board Member of Delta Zeta: Gamma Omicron: Vice President of Scholarship- November 2019- November 2020
- + Dean's List Fall Semester 2020