**Courtney L. Green**

**(216)233-6397**

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**Objective:** More than 5 years' experience in pre/postproduction I am enthusiastic and creative; demonstrated ability to meet deadlines and objectives. Excellent organizational and communication talents; solid skills in improving productivity and efficiency.

**Highlights of Qualifications**

**Administration and Communication**: Provide efficient administrative support for a diverse array of program participants and staff. Prioritize and organize workloads to meet strict deadlines, train and support team members. Establish and maintain strong working relationships with management, staff, and internal and external groups.

**Technical Proficiencies**: Microsoft 360, Word, PowerPoint, Excel, Google Drive, Scheduling, Shiftboard, Data Entry, Adobe, YouTube, iMovie

**Relevant Experience**

**Fashion**: New York Fashion Week Fall/Spring

Fashion Cleveland

Charity Fashion Show NYC

**Sports**: MLB All Star Game

Rite Aid Marathon

**Award Shows:** NAACP Image Award’s

Grammy’s

**Nonprofit**: All About Your Health

**Transferable Work Experience**

**Educator- Cleveland Metro Schools**

**Director of Experience- Envision Experience**