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## Objective

To secure a position in a fast-paced company where I can put my technical expertise and creativity to work on innovative projects.

## Education

- **Rancho Cucamonga High School** 1996- 2000  
*Honor Student, Graduated Cum Laude*
- **Chaffey Community College** 1999- 2005  
*Art and design, HTML, fashion*
- **University of California, Los Angeles** 2000- 2004  
*American Literature and Culture (English) major, Musicology minor.*
- **University of California Extension, Los Angeles** 2002- 2004  
*Audio/Recording Engineering Certification.*
- **Fullerton College** 2005- 2007  
*Costume design and construction, theatrical makeup*

## Skills

### Computer Software and Programming

Computer literate in both Macintosh and PC systems. Four years of web design and programming experience.

**Word Processing**  
**Photography/Design**  
**Web Technologies**

Microsoft Works, Final Draft, Quark Express  
Photoshop, MS Paint, Adobe ImageReady  
HTML, online business, PayPal

### Writing and Communication

Experienced in promotions and public relations areas. Strong analytical and creative writing skills. Fundamental understanding of reporting and journalistic ethics. Highly skilled researcher and administrative assistant.

### Audio Engineering

Three years' worth of experience operating live sound mixing systems and working in a studio environment. Thorough familiarity with outboard gear, analogue and SSL consoles, and digital and analog recording techniques. Familiar with the fundamentals of acoustics. Trained in miking techniques and knowledgeable about microphone function and design. Familiar with all non-engineering facets of the music industry. Rudimentary knowledge of recording and editing audio for film.

## Experience

- **Forever 21 Visual Merchandising Assistant** 2009- present  
Began work as a sales associate and was quickly appointed to Merchandising Assistant and Basics Specialist. Job duties include processing clothing shipments, designing clothing displays and rack layouts. Allowed to work independently. In charge of organizing stock and sales associates, maintaining stockrooms and stocking the floor.
- **Driver/CEO of RallyeStar.com Racing Team** 2004- present

Organized personal rally racing team. In charge of marketing, PR and web content. Won three championships in four seasons. First woman in U.S. history to win a national rally race since the sport began in 1972. Appeared on **SpeedTV's** show '**Supercars Exposed**' and **TLC's** '**LA Ink.**' For more information, visit [www.rallyestar.com](http://www.rallyestar.com).

- **Freelance Costumer 2004- present**  
Jobs included high end reproductions of movie costumes, unique original designs, historical reproductions, theatrical construction, maintenance and repair. Costumes taken many blue ribbons. Clients' winnings from costumes total more than \$1,500. Well rounded skill set and organization increased productivity and profits during Halloween.
- **Audio Technician/Stagehand** **2007- 2008**  
Assistant to principal audio engineer at the **Lewis Family Playhouse** in Victoria Gardens. Duties included facilitating communication between chief engineer and artists, running stage operations and audio setup and teardown. Ability to learn quickly brought more responsibilities from audio, lighting and rigging departments.
- **Splat Factory/Kart Factory** **2006- 2008**  
Manager/Human Resources VP in charge of hiring and dismissing workers, scheduling, training and conflict resolution as well as booking and recruiting large corporate groups. Ability to fill in for others and quick thinking was vital to growth of company.
- **Paintguns International, L.L.C.** **2004- 2006**  
Office manager in charge of overseeing all sales, shipping and correspondence. Quickly streamlined operations to increase sales. Took over maintenance of company website.
- **Tombstone Paintball** **2004- 2006**  
Cashier in charge of admittance. Organized large parties for group play. Administered first aid and facilitated communication between referees and players. Promoted to manager after six months of employment.
- **Audio Engineer/Sound Technician** **2001- 2007**  
Freelance work involving all aspects of live sound, recording, and post-production.
- **UCLA Library Business Services** **2001- 2002**  
Duties included processing book invoices, counting and collecting money from photocopying machines, tracking inventory and general office tasks. Helped re-conceptualize inventory tracking system, increasing office productivity.
- **Disc Jockey for UCLA Radio** **2001- 2002**  
Programmed and hosted a weekly radio show called "**Tales from the Loud Side.**" Maintained a web site for the show and assisted the station with promotional needs.
- **Radio Internship with KCXX 103.9** **2001**  
Concurrently held two internships with the promotions department and in the studio. In charge of organizing the daily "**Local Band Spotlight**" and assisting in coordination of the "**Local Band Showcase.**"
- **Daily Bruin Reporter** **2000- 2001**  
Staff member in charge of developing content for the lifestyle section. Built relationships with sources in local communities, practiced responsible journalism, and shadowed professional journalists.

### **Honors, Awards, and Leadership Experience**

- Librarian for the Nite Owls Quilting Guild and Publicity Chair for biannual quilt show (2006- present).
- Inducted into the Phi Beta Kappa Honor Society (2004).
- Member of Sigma Tau Delta, the International English Honor Society (2003-present).
- Member of the National Honor Society (1998-2000).
- Drum major for the Rancho Cucamonga High School Marching Band (1998-1999).

*References and other additional information available upon request.  
Thank you for your time and consideration.*