

AMBER RADZYMSKI

Media Communications Specialist



Email:

bamberkaye@gmail.com

Telephone:

(517)-410-7742

Location:

Reston, Va

Skills:

Adobe Suite - Experience
Video/Sound Editing - Experience
Website Building (Wix, Weebly, etc) -
Experience
iWork Suite/Microsoft Office - Advanced

Education

Bachelors | Full Sail University | Current

Major : Media Communications

Graduation Date: July, 2018

Eastern Michigan University | 2015 - 2016

Undergraduate classes

Assistant Manager | Cinemark | 2016 - Current

- Headed daily opening and closing procedures, including equipment/money distribution and collection
- Held responsibility of disbursing employee banks, as well as counting them down at the end of the night
- Learned general projector booth operations
- Handled customer discrepancies with patience and the full understanding of both parties

Floor Associate | Cinemark | 2015 - 2016

- Crossed trained in all departments: Box Office, Concessions, Café, Cashier, Usher
- Connections Ambassador for Cinemark Rewards Program
- Maintained cleanliness of concession stand while performing daily concession duties and providing service to guests
- Operated box office selling both tickets and gift cards, answering customer's questions, answering phones, and providing guests with prices and policies

Additional

- Employee of the month | Cinemark | Nov 2015
- High School High Honors | GPA 3.84
- Community Service | Humane Society | 2008 - 2011