

Brittney Swan

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SUMMARY

Hard working individual and positive team player. Multi-faceted talent with three years of experience in TV, film, and event production. Highly flexible and adaptive to change. Currently seeking opportunities to grow my skillset with a company or project that values creativity. Curious with a strong desire to learn more.

EXPERIENCE

ART DEPARTMENT, IATSE Local 44 – Los Angeles, CA 07/2021 – Present
Collaborates with TV and film production using artwork, furnishings, and other props to create sets. Working knowledge of prop rental facilities with shopper experience.

- Cold, Production Designer (Feature)
- Prop Master, Unsupervised (Short)
- Set Dresser, Billy Knight (Feature)
- Set Decoration, 911 – S6 E6 (TV)
- Shopper, Bromates (Feature)

EVENT PRODUCTIONS, Freelance – Los Angeles, CA 06/2021 – Present
Assists with the production, planning, and execution of private events.

- Production Build, Burning Man Camp
- Production Build, Saint Laurent Oscars Event
- Production Assistant, Oscars Promo (Music Video)
- Operations Manager, Herbie Hancock at Goldstein Estate
- Operations Manager, Halloween Event at Hearst Estate
- Production Build/Design, British American Tobacco

BAR MANAGER, Private Music Studio – Los Angeles, CA 03/2021 – 02/2022
Managed a team of 6–8 people. Maintained a clean and fully stocked bar.

PURCHASING COORDINATOR, Absolute Industrial Safety – Los Angeles, CA 04/2020 – 01/2021
Worked as an office assistant for a B2B.

- Processed sales and purchase orders.
- Negotiated price contracts.
- Managed client database and product inventory.

HEALTH TECHNICIAN, CW Nevada, LLC – Las Vegas, NV 11/2016 – 05/2018

- Ensured retail compliance and regulations.
- Provided in-store promotion and education.
- Completed daily inventory without error.

OFFICE ASSISTANT, Elite Moving & Storage – Las Vegas, NV 06/2016 – 08/2016

- Coordinated logistics for an interstate moving company.
- Maintained and organized customer database.
- Processed payments.

SKILLS

- ORGANIZATION
- DETAIL ORIENTED
- CRITICAL THINKING
- MICROSOFT OFFICE
- INTERMEDIATE SPANISH
- WEB DEVELOPMENT
- SKETCHUP
- CANVA

EDUCATION

Indiana University – South Bend, IN
B.A. in Political Science
Minor in Mass Communications

REFERENCES AVAILABLE UPON REQUEST