

Raewyn Smith



Orange County, Ca (949) 678-4527 raewynsmithwq@gmail.com

EXPERIENCE

- Hollywood Music Magazine** (CIRCULATION 5,000) **Hollywood, California**
Contributor *April 2010-Present*
- Interview and photograph bands and concerts, write album reviews, contribute content
- Rusnak BMW** **Thousand Oaks, California**
Receptionist *August 2012-January 2013*
- Answer phones, greet clients, set appointments, follow up with clients, customer service information manager, assistant to the service manager, analyze reports
- Kymerly Marciano Photography** **Beverly Hills, California**
Social Media Director *September 2012-January 2013*
- Research, organize and manage social media and website for fashion photographer. Assist in public relations outreach.
- Buffalo Wild Wings** **Lake Forest, California**
Wing Certified Trainer, *October 2009-July 2010, January 2013-Present*
- Serve customers, handle cash, train new employees, cashiers and servers, assist in some administrative operations for owner, maintain a clean restaurant.

EDUCATION

- California State University, Northridge**
- Bachelor of Arts, Journalism *May 2012*
Gender and Women Studies collateral

VOLUNTEER

- To Write Love on Her Arms** **Cocoa Beach, Florida**
Fundraiser *September 2011*
- Organize, promote and orchestrate fundraiser at Lazy Dog Cafe, complete random acts of kindness, support those struggling with cutting, thoughts of suicide, and addiction
- American Sand Association** **Costa Mesa, California**
Exhibitor *September 2003-Present*
- Sell raffle tickets, sign up members, data entry, assist and host cleanups of open space in the desert

SKILLS

In-depth knowledge of Photoshop and InDesign
In-depth knowledge of social networking including FaceBook, Twitter, Tumblr, Pinterest, Blogger, Instagram
General knowledge of MS Office
Generally organized and tackles issues in a systematic manner

REFERENCES

Dani Patriarca
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