

Suzie L. Jean

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EDUCATION:

Full Sail University, Master of Science in Entertainment Business Aug. 2018
-Executive Leadership, Digital Marketing, Project and Team Management, Business Finance

Full Sail University, Bachelor of Science in Film Sept. 2016
-Creative Presentation, Popular Culture in Media, New Media Formats, Composition and Visual Design

PRODUCTION EXPERIENCE:

Dual Lens Solutions, Inc. [Queens, NY] July 2018
Production Coordinator, "Catalog Shoot/Magazine Shoot with ShaMode Design"

Villo Productions, Inc. [Orlando, FL] May 2016- Present

- **Dresser**, for notable Columbian designer Edwing D'Angelo.
- **Production Coordinator/Event Planner**, "Aja Lloyd's 80th Birthday Party Celebration."
- **Production Coordinator**, "Black Purse, Black Hair Music Video by artist Israel Forte."
- **Production Coordinator**, "Edwing D'Angelo NYFW Week."

Spark Productions, [Winter Park, FL]

- **Production Assistant**, Hezekiah Walker Concert [Live TV] Mar. 2016
- **Grip**, WWE NEXT [Live TV] July 2015

CLIENT RELATIONS EXPERIENCE:

Convergys, [Lake Mary, FL] Feb. 2017- Mar. 2017

- **PayPal Customer Service Specialist**
Specialized in handling financial information with great care and responsibility. Assisted with the customer's accounts, addressed their concerns, and resolved their issues.

Miami Union Academy, [Miami, FL]

Aug. 2011- April 2014

- **Receptionist/ Administrative Assistant**
Answered telephone calls, directed parents to classes, filed paperwork, and took business calls for the entire office, including the head principal.

SKILLS:

- Multi-lingual: Haitian Creole, French, and English
- Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Google Docs, Google Forms, Google Sheets
- Contracts & Agreements
- Client Relations: resolution oriented, passionate, high-spirited
- Natural leader
- Effective Communicator