

Mirna Hmaydani

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P.O. Box 9348 Cedarpines Park, CA. 92322

Objective: Over 15 years of customer service experience, working in a fast-paced competitive environment seeking a position with your company.

HIGHLIGHTS OF QUALIFICATIONS

- A self-motivated and organized professional with years of experience providing skillful support to department managers and sales managers.
- Office experience includes typing, filing, creating reports, answering phones & scheduling appointments
- Knowledge of basic computer skills including Microsoft Word, Excel, PowerPoint, Outlook, Photoshop and very good with online research
- Excellent verbal and written communication skills; multilingual in English, Arabic and Armenian
- Highly organized with very good time management skills and a proven ability to manage multiple tasks in a fast-paced work environment
- Honor Student, part of Phi Theta Kappa Honor Society

EDUCATION

College of the Canyons, Valencia, CA

Associates of Arts Degree in Film Making Expected: 05/24
Relevant classes include Intro to Cinematography, Filmmaking I & II (directing and producing), Film/Video Editing and Script Writing Fundamentals

PROFESSIONAL EXPERIENCE

Administrative Support

- Dedicated to helping individuals on my team to achieve success
- Organized and planned schedules for individual client’s files and records
- Provided good customer service to a diverse population of people in terms of socioeconomic, cultural and ethnic backgrounds
- Demonstrated ability to identify, analyze and solve problems in highly stressful situations while maintaining a calm attitude

EMPLOYMENT HISTORY

L.A. Film Locations, Santa Clarita, CA	Entertainment Industry Location Service	09/19 – Present
Midwest Talent, Hollywood, CA	Actress	04/14 – Present
In Home Supportive Services, Santa Clarita, CA	Caretaker	09/06 – Present
Blue Sky Films, Santa Clarita, CA	Production Assistant	01/19 – 06/19
Chevy Auto Nation, Valencia, CA.	Sales.	12/20 - 05/21