

Andrew Taylor

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Education

Northwestern University, Evanston, IL
Bachelor of Arts in the School of Communication
Major: *Radio, Television, Film*; Minor: *Creative Writing*
GPA: 3.74/4.00

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Employment History:

Seattle International Film Festival – Events & Acquisition Intern (February 2020- April 2020)

- Communicated with companies regarding event sponsorship
- Reported to meetings and discussed marketing strategies with superiors
- Organized company donor database to help find new opportunities for sponsorship
- Upon the festival's cancellation due to COVID-19, I terminated sponsorship contracts and conducted final communication with vendors to allow for future collaboration

Voltaire Productions - Videographer (January 2020- Present)

- Formed an LLC to formally work as a freelance videographer and editor
- Negotiated freelance contracts for editing and photography work to suit client needs
- Operated technical equipment including cameras and sound equipment; edited photos and videos in Adobe Creative Suite software on tight deadlines
- Maintained financial records in Microsoft Office software

Inn at Pleasant Beach Village - Office Assistant (July 2020- Present)

- Managed the daily operations of a luxury hotel and restaurant
- Presented strategies for optimizing guest stays during a time of pandemic, including by proposing a new discount system which has become the hotel's permanent policy.
- Compiled financial documents and communicated with the hotel's accounting team regarding payroll; wrote checks and managed invoices for third party contractors.

Norris University Center - Production Assistant (October 2017- December 2019)

- Prepared rooms for client use, setting up tables and moving heavy equipment
- Communicated with clients regarding event requirements and organized rooms for their use
- Operated technical equipment such as projectors and speakers in situations where clients requested their use
- Created and edited event plans in company software