

# Francezka Neomi C. Sabio

## California State University Fullerton

*Major in Communications of Entertainment and Tourism*

*Double Minor in Psychology and Philosophy | Digital Media Certificate*

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June 13, 2002 | She/They

### Work Experience

#### Anaheim Community Hospital | July 2023-Current Employer

##### **Receptionist**

- Clerical work for a general acute care hospital, focus on behavioral health
- Sensitive customer service with patient families
- Scheduling rides for patient discharge
- Scanning medical records
- HIPAA trained, Management of Assaultive Behavior (MAB) Certified

#### Newport Beach Film Festival | January 2024-November 2024

##### **Intern: Community Outreach, Social Media, Digital Media, European Showcase Depts.**

- Establish professional partnership with non-profit organizations
- Communicate with partners via phone and email
- Social media marketing and content creation
- Graphic Design for partnerships and films
- Review short films for programmer approvals

#### Titan Bookstore | October 2021-January 2022

##### **Sales Associate**

- Assist customers to locate materials
- Give insight on prices for textbook options to students
- Counting inventory, alphabetizing/organizing books
- Managing in person and online transactions
- Management and delegation of Team duties

#### Nguyen's Kitchen | October 2020-August 2021

##### **Cashier/Prep Cook**

- Navigate cash register
- Regulating catering Orders and online orders
- Handling/Counting Cash
- Packaging orders, Making Drinks
- Customer Service

### Key Attributes

#### Skills

- Adobe Programs: Photoshop, InDesign, Illustrate, Premiere, limited experience with After Effects
- Non-adobe programs: Final Cut Pro, Garage Band, Sony Vegas Pro, Canva
- Microsoft Programs: Word, PowerPoint

#### Non-technical Skills

- Well versed in Social Media Management
- Extensive customer service experience
- Adaptable to workplace surroundings
- Familiar with fast-paced work

#### Awards

- Deans List Recipient (2x)