

MARLENA STEINER

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Education

Loyola Marymount University – Los Angeles, California

- B. A. Film Production, in progress, anticipated graduation, May 2011.

University of the Arts - Philadelphia, Pennsylvania

- Undergraduate studies, Multimedia, August 2007 – May 2008.

Work Experience

JOEY TOMATOES

Point Pleasant Beach, NJ

Cashier, Waitress

Summer 2008

- Endured a customer-oriented environment, which required long hours in extreme conditions.
- Operated multiple cash registers and served customer orders in a timely fashion.

THE UNIVERSITY OF THE ARTS

Philadelphia, PA

Tour Guide, Student Representative

2007-2008

- Guided prospective freshman on tours around the campus and classrooms.
- Facilitated question and answer forums for students and parents regarding the university.

QUIZNOS RESTAURANT

Warren, NJ

Sandwich Maker, Cashier

Summer 2007

- Provided excellent customer service in a fast-food environment.
- Prepared menu items and customized food orders.
- Demonstrated leadership skills by training new employees.
- Operated main cash register during high volume meal times.

FREELANCE FILMMAKING

2006-2008

Specialized in cinematography and pre-production.

- Assisted directors and directors of photography to gain knowledge about lighting and gaffing.
- Managed casting and script supervision.
- Operated 16mm film cameras and HD cameras in addition to various types of boom microphones, lights, and flags.
- Experienced with post-production editing software such as Adobe After Effects and Final Cut Pro.

FREELANCE WEB DESIGN

2005-2008

Specialized in web design, graphic design, and web site maintenance.

- Established trust and integrity with clients resulting in long-lasting business relationships.
- Managed financial transactions with clients.
- Designed, programmed, and produced web sites using Adobe Photoshop, Adobe Illustrator, HTML, CSS, and Javascript.
- Created promotional posters and banners while managing all of the web sites I constructed.

Computer Skills

Actionscript, Adobe Acrobat, Adobe After Effects, Adobe Bridge, Adobe Fireworks, Adobe Flash, Adobe Illustrator, Adobe Photoshop, CSS, DVD Studio Pro, Fetch, Final Cut Pro, HTML, XHTML, Java, Javascript, Keynote, Microsoft Word, Microsoft Powerpoint, Microsoft Outlook, Pascal, PHP, Processing, Soundtrack Pro, VPN.

Selected Accomplishments

Piano Performance

- 12 years of classical piano
- 12 year superior rating from the National Federation of Music Clubs
- Paderewski Medal
- Sonatina Medal
- NJMTA honors for solo and duet performance

Chinese Language and Culture Studies

- Inducted into the National Chinese Honors Society, 2007