**Rachel Faughnan**

Present Address Permanent Address

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**JOB OBJECTIVE –** to obtain an internship within the film field during the summer of 2013.

**WORK EXPERIENCE –**

Graphic Design Class

Longwood University

* Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
* Determine size and arrangement of illustrative material and copy, and select style and size of type.
* Develop graphics and layouts for product illustrations, company logos, and Internet websites.
* Review final layouts and suggest improvements as needed.
* Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
* Use computer software to generate new images.
* Key information into computer equipment to create layouts for client or supervisor.
* Maintain archive of images, photos, or previous work products.
* Prepare notes and instructions for workers who assemble and prepare final layouts for printing.

The Rotunda Show

Longwood University

* Organize and string together raw footage into a continuous whole according to scripts or the instructions of directors and producers.
* Review assembled films or edited videotapes on screens or monitors to determine if corrections are necessary.
* Trim film segments to specified lengths, and reassemble segments in sequences that present stories with maximum effect.
* Determine the specific audio and visual effects and music necessary to complete films.
* Set up and operate computer editing systems, video switching equipment, and digital video effects units to produce a final product.
* Select and combine the most effective shots of each scene to form a logical and smoothly running story.
* Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing equipment.
* Cut shot sequences to different angles at specific points in scenes, making each individual cut as fluid and seamless as possible.
* Mark frames where a particular shot or piece of sound is to begin or end.

The Rotunda

Longwood University: School Newspaper

* Report news stories for publication or broadcast, describing the background and details of events.
* Arrange interviews with people who can provide information about a story.
* Review copy and correct errors in content, grammar, and punctuation, following prescribed editorial style and formatting guidelines.
* Review and evaluate notes taken about event aspects in order to isolate pertinent facts and details.
* Determine a story's emphasis, length, and format, and organize material accordingly.
* Research and analyze background information related to stories in order to be able to provide complete and accurate information.
* Gather information about events through research, interviews, experience, or attendance at political, news, sports, artistic, social, or other functions.
* Investigate breaking news developments, such as disasters, crimes, or human-interest stories.
* Research and report on specialized fields such as medicine, science and technology, politics, foreign affairs, sports, arts, consumer affairs, business, religion, crime, or education.
* Receive assignments or evaluate leads or tips to develop story ideas.

Buffalo Wild Wings – Hostess/Cahiers

Farmville, VA

03/12-10/12

•Receive payment by cash, check, credit cards, vouchers, or automatic debits.

•Issue receipts or change due to customers and maintain records related to sales.

•Assist customers by providing information and resolving their complaints.

•Establish or identify prices of goods, cash registers, or optical price scanners.

•Answer customers' questions, and provide information on procedures or policies.

•Maintain clean and orderly checkout areas and complete other general cleaning duties.

•Stock shelves, and mark prices on shelves and items.

•Greet customers and determine what each customer wants or needs.

•Recommend, select, and help locate or obtain merchandise based on customer needs.

•Compute sales prices, total purchases and receive and process cash or credit payment.

•Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

•Greet guests and seat them at tables or in waiting areas.

•Provide guests with menus.

•Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seating.

•Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.

•Answer telephone calls and respond to inquiries or transfer calls.

•Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.

•Inspect dining and serving areas to ensure cleanliness and proper setup.

•Inform patrons of establishment specialties and features.

•Receive and record patrons' dining reservations.

•Inspect restrooms for cleanliness and availability of supplies and clean restrooms when necessary.

•Take and prepare to-go orders. Operate cash registers to accept payments for food and beverages. Assist with preparing and serving food and beverages.

*Rue 21*- Sales Associate/ Cashier

Williamsburg, VA

07/09 - 08/10

•Receive payment by cash, check, credit cards, vouchers, or automatic debits.

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•Establish or identify prices of goods, cash registers, or optical price scanners.

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THEATER

•Study and rehearse roles from scripts in order to interpret, learn and memorize lines, stunts, and cues as directed.

•Work closely with directors, other actors, and playwrights to find the interpretation most suited to the role.

•Learn about characters in scripts and their relationships to each other in order to develop role interpretations.

•Collaborate with other actors as part of an ensemble.

•Perform humorous and serious interpretations of emotions, actions, and situations, using body movements, facial expressions, and gestures.

•Attend auditions and casting calls in order to audition for roles.

•Portray and interpret roles, using speech, gestures, and body movements in order to entertain, inform, or instruct radio, film, television, or live audiences.

•Work with other crewmembers responsible for lighting, costumes, makeup, and props.

•Sing and/or dance during dramatic or comedic performances.

•Read from scripts or books to narrate action or to inform or entertain audiences, utilizing few or no stage props.

**EDUCATION**

Bruton High School – Williamsburg, VA

Diploma, June 2010

Longwood University – Farmville, VA

BA Communications, anticipated graduation May 2015

**ACTIVITIES**

RBC Players at Richard Bland College

EYC Board

Swimming team (Bruton High school and Longwood University)

Volleyball Team (Bruton High School)

Theater Club (Bruton High School)

The Rotunda (Longwood University)

The Rotunda Show (Longwood University)

**SKILLS**

Customer Service

Microsoft Suite – Word 97, 2003, 2007; PowerPoint 97, 2003, 2007

Communication Media – Facebook, Twitter, Photoshop, Movie Maker, Instagram, Pinterest, Final Cut Pro X, Illustrator

Typing Speed – 40 WPM

**REFERENCES –** “Available upon request”