

TRISTAN OLIVERIA

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OBJECTIVE

College student looking for experience in the film industry. Preferences in Pre-production and Production as well as Script Department. I aspire to be a Producer/Director and am hungry for the experience to get me there.

EXPERIENCE

FEBRUARY 2021 – PRESENT

ASSISTANT PRODUCER/CAST MEMBER/CONTENT CREATOR,
THE AGENDA ON KENT TV2

- Help producers with various things such as rundown creation
- Write, film, and edit sketches for the show
- Act in sketches for the show

AUGUST 2020 – PRESENT

STAGE MANAGER/VTX/AUDIO,
KENT TV2

- Manage the talent in the studio and give stage direction
- Prepare playlist of video viles to be played during show and execute running them when time comes
- Control all audio during show

AUGUST 2020 – PRESENT

SERVER ASSISTANT/FOODRUNNER,
TWIN LAKES TAVERN

REFERENCE- NATE TAYLOR (BAR MANAGER)

- Responsible for schedule, quality check, and delivery of food/drinks to customer
- Converse with customers and listen to feedback from them about food/drinks delivered
- Responsible for stocking and inventory checks of products used at bar

APRIL 2020 – JULY 2020

CASHIER/STOCKBOY, ORLANDO BROTHERS GOLDEN DAWN
REFERENCE- JERRY ORLANDO (OWNER)

- Greet and converse with customers
- Provide customer service and assistance
- Handle large amounts of cash

EDUCATION

Kent State University

- GPA 3.9
- Majoring in Communication Studies
- Minors in Business and Digital Media Production
- Alpha Lambda Delta National Honor Society
- Beta Gamma Sigma International Business Honor Society

SOFT SKILLS

- Customer service
- Follows verbal and written instructions
- Excels in fast paced work environment
- Fast learner
- Organization
- Can work independently
- Cooperates with others
- Attention to detail
- Critical thinking
- Multitasking
- Takes pride in work

HARD SKILLS

- Advanced with Microsoft office including Word, Excel, and PowerPoint

AUGUST 2019 – SEPTEMBER 2020

STUDENT DESK RECEPTIONIST, KENT STATE RESIDENTIAL SERVICES

REFERENCE- MARLO ROSE (CLERICAL COORDINATOR)

- Provide help and information to students in residence halls
- Organize and input data for mail and packages coming in and out of the residence hall
- Responsible for handling and not disclosing resident's private information

JUNE 2018 – JANUARY 2019

SEASONAL ASSOCIATE, WALMART

REFERENCE- ADAM PITONYAK (ASSISTANT MANAGER)

- Provide customer service, organize products, maintain orderly inventory
- Awarded the June Happy to Help Award: Given to associates who exemplify outstanding customer service.

JUNE 2013 – AUGUST 2019

AUTOMOBILE DETAILER, CITY AUCTION HOUSE

REFERENCE- JARROD FEDOR (OWNER)

- Delivered helpful customer service at concession stand during sales
- Basic automobile upkeep, detailing, and maintenance with attention to detail
- Provided building custodial and basic maintenance work

- Proficient with certain adobe programs including Premiere, Audition, and InDesign
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