

Timothy "Beau" Day



850-607-3125

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ABOUT ME

I am a Full Sail University Student looking for an entry level Assistant Position. I have experience catering events, creating production schedules, Social Media Calenders, and building resonant presentations.

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- Adobe Premiere
- Mac and PC Proficient
- Keynote & Powerpoint

EMPLOYMENT

P.F. Changs

Feburary, 2017 - Present

- High volume, fast-paced cooking
- 100% completion of prep work to ensure needed materials for upcoming shifts.
- Clean and sanitize production equipment, work surfaces and kitchen according to cleaning schedules and procedures.

VOLUNTEER EXPERIENCE

NCAA March Madness Rounds 1 & 2

March, 2017

Media Messenger

- Deliever player stats and notes to sports writers throughout the Amway Center Arena
- Set up seating for sports broadcasters

AFFILIATIONS

National Society of Collegiate Scholars,

Online - Star Status Coordinator

Feb 2016 - May 2017

- Coordinating virtual induction Ceremonies
- Coordinating virtual Community Service Weeks
- Logging in meeting times and dates to the National Office
- Publicizing group events via social media campaigns

EDUCATION

Bachelor of Science in Entertainment Business,

Full Sail University

Orlando, FL

PORTFOLIO AVILABLE ONLINE - <http://tbeauday.wixsite.com/timothybeauday>