

# Molly Aleyna Shivers

8541 Southwestern Blvd. Apt 1182, Dallas, TX 75206 | 940.368.5738 |

! Portfolio: [mollyshiversart.carbonmade.com](http://mollyshiversart.carbonmade.com)

LinkedIn: [www.linkedin.com/molly-shivers](http://www.linkedin.com/molly-shivers)

## Objective

Highly analytical young professional looking to utilize my skills and knowledge in this field through a career opportunity, and to bring my own passion for success to the world.

## Education

### **FINE ARTS- FILM | AUG 2017 | RICHLAND COLLEGE**

- Related coursework: Film courses and Fine Art courses

### **BASICS | JAN. 2017 | EL CENTRO**

- Related coursework: Basics

## Experience

### ***SERVER/EVENT COORDINATOR | MAGGIANO'S LITTLE ITALY | MAY 2016 - CURRENT***

- Providing food and wine services and successfully selling featured items.
- Communicating with clients in person, through email, and on the phone about deliveries and offsite events.
- Supervising offsite event catering.

### ***PRODUCTION AST. | DITORE MAYO ENTERTAINMENT | JAN 2017 – FEB 2017***

- Assisting the crew with shot setups and operating lighting equipment.
- Responsible for taking behind the scenes photos throughout 2 month shoot.

### ***OFFICE AST. | THE PEDIATRIC THERAPY CENTER | OCT 2015 – MARCH 2016***

- Worked in QuickBooks to record company expenses.
- Responsible for daily office assistant roles, including answering phone, emails, and office needs.
- Created a custom company website.

## Special Skills

- MICROSOFT OFFICE APPLICATIONS
- ABILITY TO MANEUVER IN QUICKBOOKS
- PREMIER APPLICATION
- ADOBE PROGRAMS
- EVENT COORDINATION / PLANNING
- PHOTOGRAPHY
- TEACHING
- ILLUSTRATION / PAINTING
- WEBSITE DESIGN

## Core Abilities

- COMMUNICATION
- SALES
- PUBLIC SPEAKING
- ARTISTIC ABILITY
- RELIABLE GROUP LEADER
- ATTENTION TO DETAIL
- BALANCING TASKS