

Amanda Pajdo

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Summary:

Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Specializing in media, marketing, and customer relations with a willingness to work hard and take on any challenge. Desire to work with a growing organization offering long term career potential.

Skills:

- Superior communication skills; visual, written, and spoken
 - Extensive hospitality and customer service background
 - Reliable and dependable
 - Bilingual (Spanish)
 - Sales and marketing techniques
 - Film production understanding
 - Creative problem solver
 - Film editing
 - Videography
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Experience:

2018 to present

Production Coordinator/Videographer:

Neptune Media/NetCast Sports Network - NC/SC

Setting up equipment for broadcasts at station remotes. Traveling up to 200 miles to conduct live, on-site recording of semi-pro and high school basketball games as they unfold for Net Cast Sports Network. Developing knowledge of live-action camera set-up and operation for wide, medium, and close-up shots. Recruiting and training personnel as well as managing pre/Post production set-up. Promoted to management within first three months of hire.

2016 to present

Production Assistant/Content Creator

Freelance- Winston-Salem, NC

Performing a wide range of tasks in diverse filming areas as needed. Remaining alert, active, and ready to respond to any request at any time using a variety of available resources. Streamlining the coordination of hospitality for talent, production crew, and executives. Managing equipment, transportation, and administrative forms.

Writing and producing short-form content and short documentaries. Equipment set-up, capture, and editing visual content. Combining video, audio, and graphics to effectively convey each story. Gathering and verifying factual information regarding stories through interviews, observation, and research. Achieved honors for documentary work. Increased business traffic for promotional short-form content. Published written work in local online publications.

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2017

Guest Services Coordinator
Aeracura Salon- Winston-Salem, NC

Managing front desk operations to ensure guest satisfaction and return. Documenting inventory and creating weekly product orders. Implementing website, social media, and marketing initiatives. Won award for highest front desk product sales for the month.

2016

Publicist
Professor Joseph Pecoraro, UNCSA- Winston-Salem, NC

Identifying customer needs through market research. Creating database of target clientele. Establishing contact with multiple target markets nationwide. Preparing communication materials while increasing interest, sales, and distribution of product.

2013 to 2015

Counter Help
Whole Foods Market- Winston-Salem, NC

Delivering top quality customer service in a professional manner while managing multiple tasks. Maintaining safe food handling and product knowledge standards at all times. Safely using knives, scales, wrappers, compactors, and commercial grade equipment in the bakery and meat departments. Praised by management for being a fast and efficient worker, requiring little supervision. Won team member of the month award.

2000 to 2013

Server/Cashier
West End Cafe- Winston-Salem, NC

Providing friendly and courteous service to all guests. Effectively communicating with kitchen staff regarding customer allergies, dietary needs and other special requests. Appropriately suggesting additional items to customers to increase restaurant sales. Training new staff, implementing new company policies and procedures. Operating cash register with proficiency. Balancing the needs of multiple customers simultaneously in a fast-paced restaurant environment. Opening and closing the restaurant, including counting cash, opening and closing cash registers, and bank operations. Overseeing implementation of new computer system. Promoted to trainer and substitute Front of the House Manager.

Links:

Portfolio

<https://amandapajdo.wordpress.com/>

Linked In

<https://www.linkedin.com/in/amanda-pajdo-143a17114/>

YouTube

https://www.youtube.com/channel/UCKREXWk8C2LJG_ESVTMkUZA

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Education:

2016

**Bachelor of arts: Communication and Spanish
Salem College- Winston-Salem, NC**

Dean's List Honoree every semester attended. Magna cum laude graduate. Alpha Sigma Lambda Honor Society Member. Concentration on media studies in Communication department. Study Abroad program completed twice in Mexico and once in Spain for Spanish department. Top 10% of class.

Volunteer Experience:

2016

Marketing/PR Committee- The Women's Fund of Winston-Salem

2013 and 2015

Organizer/Volunteer- PEA's Annual Earth Day Fair

2015

Volunteer Medical Interpreter- The Community Care Center

References:

Rebecca Clark

Executive Director, Piedmont Triad Film Commission
P: (336) 210-8641, E: rebecca@piedmontfilm.com

Elijah Clemens

Team Leader, Whole Foods Market
P: (201) 303-2340, E: elijah.clemens@wholefoods.com

Marcus Shockley

Executive Director, Neptune Media Group
P: (336) 577-0813, E: mshockley@neptunemediagroup.com

Kevin Welch

VP/Producer, Controlled Chaos
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