


LEXINGTON STEINORTH

CONTACT

 626-807-0685

 Lexington.t.steinorth@gmail.com

 www.lexingtonsteinorth.com

 Temple City, CA, 91780

SKILLS AND ABILITIES

Customer Service and Public Relations

Capable of lifting over 100-150 pounds

Organized and detail oriented

Hard working and motivated

Adaptive and quick learning

Friendly and highly Cooperative


RELATED EXPERIENCES


LAUSD-Volunteer Assistant | June-August 2017 | Eagle Rock Jr/ Senior High School

Computer/I.T. Assistant/Office Assistant


REFERENCES


Tamara Yamada (Associate Registrar for Graduation)

 626-673-1996

 tyamada2@calstatela.edu

Zhuolin Hong (Paramount Equipment Department)

 123-456-7890

 hello@reallygreatsite.com

EDUCATION

Bachelor of Art in Television, Film, Media Studies - Emphasis on Film Production

California State University, Los Angeles
August 2020- May 2024 | Four-time dean's list recipient

WORK EXPERIENCE

Office Assistant 2021-2024

Graduation Office-California State University, Los Angeles

- Conducted research and data analysis to support department projects and initiatives.
- Acted as a resource for students by answering questions, providing information, and offering guidance on campus resources and services.
- Oversee and process graduation applications, term updates, and diploma/certificate requests while serving as the secondary contact for the graduation office.
- Assisted with event planning and coordination by setting up and breaking down event spaces, greeting attendees, and managing registration.
- Knowledge of the advisement module software and evaluating student academic records to assist in the awarding of degrees while following interpreting procedures set by the State Education, Administrative Codes, University Catalog provided by the Registrar's office.

Equipment Assistant 2024

Paramount Studios-MPG Crossbrand HQ Project

- Responsible for the storing, moving, and distribution of all production equipment (I.E. Camera, Lighting, Computers, Smartphones, and Audio).
- Oversee the arranging of production's equipment packages and readying them for shipment.
- Recieve and stock incoming shipments of new gear and equipment.
- Assist in the processing of equipment package returns from finished productions. This means examining the condition and functionality of returned equipment.
- Communte thoroughly with production heads before and during production filming to confirm what equipment is required for rental.

Campus Security 2020-2022

LAUSD- Eagle Rock Junior/Senior High School

- Assisted in directing students and family to their respective seats.
- Supervise flow of students and parents on campus grounds to ensure safety.

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TO WHOM IT MAY CONCERN,

Thank you for taking time to consider me as a potential candidate for your part time crew member position! I am extremely excited about the prospect of being able to contribute my skills and experience to your team. Over the last three years, I have primarily worked in customer service for the Graduation Office at California State University, Los Angeles (CSULA). I am confident that my strong skills in customer relations will be a valuable asset to your company and its goals.

I recently graduated from CSULA with a bachelor's degree in Film/Video production and now find myself looking for a position with stability and opportunity for growth. Throughout my work experience, I have worked on developing several key attributes that I believe make me desirable as an employee. My dedication to achieving goals and delivering results has been a cornerstone of my professional journey. I approach tasks with diligence and a proactive mindset, ensuring that deadlines are not only met but exceeded. Effective communication has always been at the heart of my work philosophy. Whether engaging with colleagues or customers/clients, I prioritize clarity, active listening, and transparency. I believe that fostering open communication is essential for building strong relationships and achieving collective success. While I recognize the fact that I have not worked in a retail establishment before, I am confident in my personal attributes and in my ability to adapt and to learn quickly.

Once again, thank you for your time and consideration! I look forward to hearing from you!

SINCERELY,

A handwritten signature in black ink that reads "Lexington Steinorth". The signature is written in a cursive, flowing style.

LEXINGTON STEINORTH
