



## **Leilani Calabia Garcia**

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www.leilanigarcia.com

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### **EDUCATION**

- 2004 – 2008** California State University, Northridge – Bachelor of Arts in Cinema and Television Arts with an Emphasis in Multimedia Production and a minor in Studio Art  
- Dean's List (Spring 2006, Fall 2006, Spring 2007, Fall 2007, & Spring 2008)
- 2000 – 2004** Providence High School, Burbank, CA – Media Communications Focus,  
High School Diploma  
- Cumulative GPA: 3.7
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### **EXPERIENCE**

- May 2006 – Present** Senior Administrative Manager, Payroll Manager, Web Designer, Webmaster  
R.B. Stewart, Inc., Granada Hills, CA  
www.rbstewart.net
- January 2008 – May 2008** ScreenNation Spring Intern  
American Film Institute, Los Angeles, CA
- June 2007 – August 2007** New Media (Multimedia) Summer Intern  
KCET, Los Angeles, CA
- April 2005 – May 2006** Student assistant, Receptionist, Dispatch - California State University, Northridge  
Physical Plant Management, Northridge, CA
- 2001 – 2003** Volunteer office assistant  
Kingsley Manor, Los Angeles, CA
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### **SKILLS**

- Microsoft Office** Proficient in the use of Microsoft Word, Excel, Access, and PowerPoint.
- Desktop Publishing** Experienced in producing flyers and brochures using CorelDraw, Photoshop, Illustrator, Microsoft Publisher, QuarkXPress, and Microsoft Visio.
- Customer Service and Organization** Good math, oral, and communication skills. Experienced in answering phone calls, reception, and radio dispatch. Proficient in data entry and data organization. Experienced with Intuit QuickBooks. Developed and produced a step by step tutorial on how to use QuickBooks for R.B. Stewart, Inc.
- Film Production** Experienced in Final Cut Pro, familiar with Avid Media Composer, Adobe After Effects, and Adobe Premiere Pro. Collaborated on the production of short films and projects.
- Web Design** Web production using Adobe Flash and design and HTML programs such as Adobe Dreamweaver and Macromedia Homesite.
- Internet** Proficient in the use of the world wide web, email, and third party email programs such as Microsoft Outlook.
- Other Languages** Fluent in Tagalog. 3 years of high school Spanish. 1 year of American Sign Language.
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### **INTERESTS**

Drawing, Film and Digital Photography, Photo Manipulation, Origami, Sign Language, Web Design