

# Jocelyn Baer

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## Objective

Seeking a position as Production Assistant

## Education

- ★ Assoc. of A.S. General Studies 2017-2019  
*Salt Lake Community College*
- ★ High School GED 2014-2017  
*Riverton High School*

Received a GPA of 3.9

## Work Experience

- Lube Management Corp 2016-Present
  - Accounts Payable Position- Ensuring payments for 70+ Jiffy Lube stores, preparing & maintaining financial reports and records, etc., reorganized accounting filing to paperless process
- Kevin Lunt Photography 2013-2018
  - Assist photographer at shoots posing, holding lights, paperwork, helping customers, handling money, editing photos in lightroom
- Harmons Floral 2017-2021
  - Designed floral arrangements and delivered flowers locally

## Interests and Activities

- Photography
  - Currently doing my own photography
    - instagram portfolio-@joceeyphoto
  - Assisted at Kevin Lunt Photography
- Modeling
  - Escape Supply Co - Model
  - The Original Oil Shop - Model, Social Media “influencer” Promo
  - Picture Perfect Dresses-Model, Social Media Promo
  - Dede’s Avenue-Model, Social Media Promo
  - Kalos Clothing-Model
  - Copper Lake Shop-Model
- Travel
  - 8 US states
  - Ontario, Canada
  - Koh Samui, Thailand
  - Lafkas, Greece
- Yoga
  - 5 years practicing yoga types, meditation, and breathwork

## Volunteer Service

- Member of National Honor Society at Riverton High
  - Engaged in group volunteer work and activities
- The Inn Between
  - Engaged in organizing donations, and setting up hospice for homeless
- Usana Amphitheatre
  - Fundraising: Food and drink concessions
- Car Wash/Garage Sale
  - Fundraising: Organized and contributed to all day car washing and garage sale
- Utah Pride Center
  - Packing, and moving boxes for company move
- Utah AIDS Foundation
  - Organizing, passing out flyers, and assisting at events on World AIDS Day.

## **Awards, Honors, Achievements**

- Production Assistant Certification 2021 -Utah Film Commission
- Microsoft Excel Certification 2021 - Udemy.com

## **Languages**

- Completed 2 years of ASL 2014-2016

## **Skills**

- Computer skills (keyboard- 50 WPM, 10-key)
- Computer programs (Microsoft: Powerpoint, Excel, Word; Sony Vegas and Lightroom editing)
- Cash register knowledge
- Customer service skills (telephone, communication, client interaction)
- Punctual
- Reliable and trustworthy
- Leadership
- Great Communication
- Dependable and a hard worker
- Outgoing and sociable
- Printing, logging, and filing paperwork

**References upon request**