

LESLIE HUTCHINGS

Chief2ewok@gmail.com | (801) 361-8687 | linkedin.com/in/lesliehutchings99/
655 North 120 West Lehi, UT 84043

PROFILE

Organized, dedicated and ambitious budding professional with excellent attention to detail, and thirst for learning. Interested in working closely with experienced professionals in the film and media production area. Seeking positions in the crew division where I can implement what I am learning in university for a future career. Have experience building furniture and houses.

EXPERIENCE

March 2015-Present Executive Assistant Manager of Office Operations and Director of Sales,

Hutch's Home Furnishings

Administrative document processing, data entry, sales invoicing, product ordering, deliveries, sales, answering phones and general office duties, building furniture, fixing appliances, designing layout and organization of sales floor, training new employees and decision-making.

EDUCATION

University of Utah, *Salt Lake City, Utah*

August 2017 – June 2018: Mechanical Engineering

January 2020 – June 2021: Architecture

Currently: Film and Media

KEY SKILLS AND CHARACTERISTICS

- Critical Thinking
- Handling Pressure
- Leadership
- Problem Solving
- Attention to Detail
- Communication
- Adaptability
- Microsoft Office Suite
- Adobe Creative Cloud Suite
- Adobe Premiere Pro
- Fade In
- Trelby
- Speaks Norwegian and German
- Can lift over 75 pounds

ACTIVITIES AND INTERESTS

Dance, volleyball, wood-burning, crocheting, quilting, traveling, painting, construction.