




AUBREY VINCENT

-  812-343-8781
-  aubreyvin.96@gmail.com
-  Orem, Utah

SKILLS

- Hard Work & Dedication
- Microsoft Office Suite
- Writing/Editing
- Data Collection
- Problem-Solving
- Computer Literacy
- Confidentiality
- Strong Communication
- Customer Service

EDUCATION

B.A. IN MEDIA ARTS STUDIES

Brigham Young University
Class of 2019

BYU JERUSALEM CENTER

Spring-Summer 2016 Semester

PROFILE

I am a qualified professional with four years of experience in office administration and film production. I have strong creative and analytical skills and am a team player with an eye for detail.

EXPERIENCE

PROPERTY MANAGER

Lime Canyon Enterprises
March 2023-November 2023

PRODUCTION SECRETARY - CONTRACT

Book of Mormon Videos | The Church of Jesus Christ of Latter-day Saints
January 2023

PRODUCTION SECRETARY - CONTRACT

Book of Mormon Videos | The Church of Jesus Christ of Latter-day Saints
February 2022-November 2022

PRODUCERS' ASSISTANT - CONTRACT

Book of Mormon Videos | The Church of Jesus Christ of Latter-day Saints
June 2021- September 2021

PRODUCTION ASSISTANT - CONTRACT

Mistletoe Mixup Feature Film
April 2021

ADMINISTRATIVE ASSISTANT - CONTRACT

Priesthood & Family Dept. | The Church of Jesus Christ of Latter-day Saints
February 2020-January 2021

FILM PRODUCTION INTERN

Book of Mormon Videos | The Church of Jesus Christ of Latter-day Saints
Summer 2019

RESEARCH & LIBRARIAN ASSISTANT

Humanities Department | Harold B. Lee Library
August 2017-December 2019