

Phil Oxnard

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EXPERIENCE

Personal Assistant

October 2018 - Present

Upstream Cinema | Hollywood, CA

- Searches for appropriate and excellent BRoll footage for usage in upcoming documentary
- Delivers important files and footage to and from various Hollywood directors and producers
- Aids in the research process to ensure the smooth and efficient documentary production process
- Finds and organize clerical information for outreach to potential customers and donors

Online Sales Associate

October 2018 - Present

Trophyman | Woodland Hills, CA

- Organizes entirety of Amazon catalogue and interfaces with Amazon backend
- Manages multiple different sources of online retail to ensure consistent and effective pricing
- Operates Trophyman social media accounts, generating followers to generate sales
- Assists in on-site assembly of different plastic, marble, and acrylic products

Admission Officer

March 2017 - July 2018

Suffolk University | Boston, MA

- Attended college fairs and panels to meet with students and faculty about Suffolk University
- Managed MA/NY/NJ travel territory, reached out to hundreds of high schools and guidance counselors to create efficient and effective travel schedule
- Delivered verbal information sessions to prospective students and parents, fielding questions and acting as face of college
- Read applications from hundred of students, made decisions on acceptances and denials, and helped to shape incoming class

Script Reader

August 2017 - December 2017

Eclectic Pictures | Remote

- Read and give coverage on screenplays for possible production
- Noted as being in the upper echelon of script readers by supervisor, delivering high quality coverage

Admission Representative

August 2016 - November 2016

Becker College | Worcester, MA

- Traveled to high schools to sell students on the Becker College experience
- Fielded questions and be knowledgeable about entirety of Becker curriculum

Student Admissions Associate

August 2015 - July 2016

Trinity College | Hartford, CT

- Interviewed prospective students and wrote concise reports evaluating their potential value
- Established relationships with prospective students to increase likelihood of enrollment

EDUCATION

Trinity College | Bachelor of Arts in Media and Performance, Philosophy

Graduated May 2016

- GPA: 3.67, Faculty Honors, Dean's List, Cum Laude, semester abroad at University of Vienna