

Brittany Cervantes
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EXPERIENCE

Sonoma Christian Home Magazine 05/2013 – 01/2014

Associate Entertainment Editor

- Copy editing and layout for movie reviews and celebrity interviews on WordPress
- Uploading official movie trailers, editing teaser text and featured images
- Coordinating monthly movie review schedule with for family friendly new releases and newly released DVD's
- Liaison between movie studios and writers to coordinate online screenings
- Writers and official online screenings
- Scouting celebrity interviews and coordinating phone interviews with celebrities and writers
- Photo layouts on movie reviews and celebrity interviews, including proper captions
- Social media posting on Facebook, writing, scheduling and posting headlines, teaser text, promo photo and hot-link to articles

Hollywood Scriptwriter Magazine 01/2013 – 05/2013

Contributing Writer/Editor

- Conduct interviews
- Communicate with potential interviewees to schedule interviews
- Copy edit, proofread, and work on press releases
- Meet assigned deadlines & remain flexibility to accommodate last minute interviews
- Follow associated press style
- Maintain and provide updates on social media outlets for publication
- Work on Microsoft Excel to input data for contact information

Biola University – The Chimes La Mirada, CA 08/2011 – 08/2012

Freelance Writer

- Communicated with potential interviewees to schedule interviews
- Meet assigned deadlines & remain flexibility to accommodate last minute interviews
- Copy editing, proofreading, and graphic designing
- Follow associated press style for all print and web publications

Human Resources Intern

- Responsible for assisting the Human Resources department with various job functions as an intern
- Provided support with filing, running reports, data entry and answering phones
- Ran reports for the preparation of Affirmative Action and EEO/VETS 100 reporting
- Responsible for the creating and filing new hire employee files
- Run reports in Ceridian HPW web HRIS
- Assist with Excel Reports for Affirmative Action Reporting
- Photocopied files and important documents
- Assist with the planning of employee recognition days and celebrations
- Review resumes for open job positions
- File all paperwork in employee personal files
- Review employee headcount reports for accuracy to send to third party Exit Interview partners

Zpizza**06/2008 – 11/2009****Cashier/Shift Leader**

- Provided friendly and excellent customer service, handled cash intake, up keep of restaurant maintenance, and learned excellent phone etiquette
- Establishing leadership abilities, working to accomplish tasks on my own, and work as a team in a fast-paced environment
- Organizing employee folders and helping assist inputting invoice data
- Responsible for properly ordering food and beverage through the computer system
- Responsible for checking inventory at beginning of the shift for the days work
- In charge of preparing for my shift by making sure all necessary items are in place
- Helping to maintain a clean restaurant and keep up with an "A" grade health standard
- Willingness to assist others with tasks that may not normally be my responsibility, displaying the concept of teamwork
- Understanding customer concerns and working with them for a reasonable solution
- Maintaining a friendly, helpful and positive attitude

EDUCATION**Biola University****La Mirada, CA**

- *Bachelor of Arts in Journalism, Emphasis in Writing and Publishing*, Graduated Dec 2013