

KYLE RICHARD BURBANK
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480/510-2629

LOOKING FOR ANY OFFICE P.A. WORK

EXPERIENCE

HARKINS THEATRES - CHINO HILLS, CA (MAY 02-CURRENTLY)

*****SENIOR MANAGER**

CUSTOMER SERVICE
HIRING
OVERSEEING DAILY OPERATIONS
FILM WORK
CASH DROPS

GAMESTOP - MESA, AZ (AUG 06-MAY 09)

*****GAME ADVISOR**

CUSTOMER SERVICE
PHONES/FAXES/COPYING/GENERAL OFFICE DUTIES
CASH HANDLING
STORE ORGANIZATION
SALES REP

P.A. BOOTCAMP

FAMILIAR WITH ALL PRODUCTION PAPERWORK
RADIOS
LOOKING FORWARD TO WORKING 14 – 18 HR DAY
LOCK UPS AND ANTICIPATION
FULL UNDERSTANDING OF OFFICE P.A.

EDUCATION/COMPUTER SKILLS

NORTHERN ARIZONA UNIVERSITY
SCOTTSDALE COMMUNITY COLLEGE AZ
AVID
WINDOWS
MAC
WORD
EXCEL

REFERENCES UPON REQUEST