Vuthan Kong

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Education

Temple University, Philadelphia, PA   **May 2014**
Bachelor of Arts, Media Studies and Production
GPA: 3.7, Dean's List Spring 2013 and Spring 2014
Study Away Experience: London – Summer 2013
                              Los Angeles – Spring 2014

Related Experience

Lifeboat Productions • Los Angeles, CA   **Jan 2014 – May 2014**
Production Intern
- Analyzed over 20 scripts and wrote coverage
- Covered reception desk as needed
- Organized, filed, copied and scanned sensitive documents
- Ran errands and coordinated lunch for 15 office personnel daily
- Assisted on the set of *Sequestered* doing lock ups and setting up lunch for cast and crew of 50

Atlas Media Corporation • New York, NY   **Aug 2013 - Dec 2013**
Production Intern for Hotel Impossible
- Researched and gathered new stories and ideas for producers
- Edited and transcribed raw footage
- Assisted associate producers and accounting personnel with organizational tasks
- Covered a busy reception desk as needed
- Helped production assistants pick up and drop off equipment

Additional Experience

Adolf Biecker Salon and Spa • Philadelphia, PA   **Sept 2004 – July 2013**
Salon and Spa Coordinator
- Managed administrative tasks – faxed, filed, and copied documents
- Promptly responded to inquiries from members, staff, and clients by phone and fax
- Trained ten new employees in specific salon and spa tasks and policies
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems quickly and efficiently

Skills

- Proficient in MS Office: Word, Excel, PowerPoint, and Outlook
- Knowledge of Final Cut 7, X, and iMovie
- Experience in Mac and PC
- Excellence in oral and written communication
- Exceptional organizational skills
- Personnel management skills
- Social Networking: Facebook, Twitter, Instagram, YouTube, and Vimeo
- Fluent in Cambodian

References

1. Monique Bertsch – 610-761-3865
2. Thanh Tran – 813-992-3487
3. Megan Haney – 267-777-3464