

# Vivian R. Gould

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## **SKILLS**

- Planning and organizing events with attention to detail
- Speaking/performing before an audience, by script or ad-hoc
- Creating a positive environment for co-workers and clients
- Managing a team and delegating tasks

## **WORK EXPERIENCE**

### **Allied Universal (September 2020-Current)**

#### *Event Staff*

- Assisted in all aspects of event day preparation and execution.
- Allowed appropriate entry into each venue, collected and/or scanned tickets, verified wristbands and badges, and directed traffic coming in and out of the venue.
- Demonstrated an understanding of the policies, procedures and regulations of different venues, facilities and events.

### **Photographer's Assistant (June 2020-September 2020)**

#### *Wardrobe Stylist*

- Cultivate on brand looks for editorial features, print and advertising campaigns.
- Collaborate with the client, photographer, director and model to put together a particular look for the specific project.
- Ensure that the final result is within quality standards and aligns with the scope of the project
- Develop and maintain good relationships with fashion industry professionals, including designers, photographers, editors and retailers

### **The Ellen Degeneres Show, The Conan O'Brien Show and The Real (May 2018 - July 2019)**

#### *Assistant Audience Coordinator*

- Worked as assistant audience coordinator for shows on the Warner Bros. Studio lot, including The Ellen Degeneres Show, The Conan O'Brien Show, and The Real.
- Assisted in checking guests in for each show and then safely escorting them to stage.
- Organized non-disclosure forms with guests of the show and coordinated audience positions with my lead.

### **Warner Bros. Studio Tour Hollywood (May 2018 - July 2019)**

#### *Studio Clerk*

- Informed and entertained guests on daily tours at the Warner Brothers Studio Hollywood
- Collaborated with the marketing and promotions department to encourage guests to visit the studio locally and internationally.
- Worked and managed special events for guests of the Warner Bros. Company and it's employees.

