

Bre Franco

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EDUCATION

Bachelor of Technical and Applied Studies in Applied Administration, University of Cincinnati Online, Cincinnati, OH, March 2021- August 2022

Associate of Applied Science in Electronic Media Technology, University of Cincinnati Blue Ash College, Blue Ash, OH, January 2019- May 2021

High School Diploma, Loveland High School, Loveland, OH, Class of 2015

WORK EXPERIENCE

Media Communications Intern, Electronic Media Communications Department at University of Cincinnati Blue Ash College, Blue Ash, OH, September 2021-June 2022

As a Media Communications Intern, I strengthened organizational skills through projects involving a high degree of record keeping. My largest project involved not only digitizing a huge collection of legacy media tapes, but also creating file structures on hard drives, and organizing and categorizing the content transferred into logs that could be easily accessed by my successors.

Library Assistant, University of Cincinnati Blue Ash College Library, Blue Ash, OH, March 2019- August 2021

My experience working as a library assistant taught me the value of resourcefulness in achieving educational objectives and advocating for student's needs. Some of my duties include locating and requesting materials required for student coursework, answering orientating questions, and renting out equipment such as laptops and calculators.

Food Runner, The Capital Grille, Cincinnati, OH, January 2018- Present

In this position, some of the most transferable skills I enhanced include interpersonal communication with both guests and teammates, prioritizing in fast-paced environments, and providing customer service that exceeds expectations. My experience in the hospitality industry has taught me the value of structured and clear communication that puts the most important information first. When communicating with guests, active-listening skills ensure they feel heard and able to trust our services will deliver an enjoyable experience.

STRENGTHS

□ Mentoring

On two occasions I was invited to speak to college students enrolled in the Electronic Media Communications department and give them advice for completing their degree projects and navigating life after graduation.

□ Creative Problem Solving

E-Media: client has a problem you need to solve. How to tell a client's story to their target audience

Administration: working with a team to build and present persuasive arguments. team projects while working remotely

□ Organizing Academic Materials and Workspaces

Completing my degrees as a distance learner meant a high-degree of organization was necessary. I made sure my digital files were labeled appropriately and placed in relevant folders. Keeping a detailed planner was essential for meeting deadlines.

At restaurant: I take down-time as an opportunity to prep and restock. Allowing workspaces to become messy and cluttered only inhibits productivity by slowing other workers down.

□ Communication

In the restaurant: Effective communication in a fine-dining restaurant environment prioritizes use of industry specific lingo, timeliness, and language associated with a professional tone.

In college: Completing online coursework required strong written communication skills. Discussion boards served as an important supplement to our learning as it fostered critical thinking about other's perspectives on course material. When collaborating in a team, we compensated for our lack of face-to-face interaction by remaining engaged and inquisitive in our digital communication.

□ Team Collaboration

My coursework strongly emphasized learning opportunities derived from large team projects. What I value most from teamwork is the ability of individuals to assess their strengths and determine how best they can contribute. This ensures that tasks are delegated fairly and in a manner that promotes productivity and efficiency. My strengths as a teammate center around my ability to generate ideas and drawing upon research to make decisions about the project's direction.

- Project Management

My degree project for my associate's program empowered me to embrace my project management skills. Over the course of 8-weeks, I was able to single-handedly produce a magazine reviewing a work of philosophy. My duties involved writing a series of essays, laying out the composition of the magazine's pages and spreads, and creating graphics, digital art, and photography that added value to the publication's written content.

- Customer Service

The aspect of successful customer service that is integral to my professional practice draws upon how to respond to concerns and objections. If a guest or client feels that service has not met their expectations, it is vital to regain trust by demonstrating active-listening skills, such as repeating back the issue they are experiencing, validating their feelings that an error has been made, and detailing plans to remedy the conflict.

- Technology

Working with digital tools requires patience and methodical troubleshooting. In my studies in Electronic Media Technology and Applied Administration I improved my proficiency with various software, including Adobe Photoshop, Illustrator, InDesign, Animate, Acrobat, and After Effects, and Microsoft Excel, Teams, PowerPoint, Outlook, and OneDrive.

COMPETENCIES

- Developing Plans for Large Projects
- Evaluating and Providing Feedback on Student Work
- Demonstrating Patience and Compassion
- Note Keeping

VOLUNTEER WORK

Web Designer, ArtScape Lebanon, Website Redesign Project, July 2022- Present

COURSEWORK

To learn more about my coursework, visit my ePortfolio sites: brefranco.com & media.brefranco.com.

ACHIEVEMENTS

Director's Award, Outstanding Degree Project Production, Electronic Media Communications,
University of Cincinnati Blue Ash College, April 2021

Performance Package Certificates in Electronic Design and Audio Production, University of
Cincinnati Blue Ash College, April 2021

Outstanding Internship Award, Intern for Electronic Media Communications Department during
the 2021-22 Academic Year, University of Cincinnati Blue Ash College, April 2022