

Naomi Durante

Austell, GA 30106

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Proficient cinematographer and audio engineer with experience in filming, video editing, sound recording and post production for film. Audio Engineer.

Extremely knowledgeable on Avid Pro Tools and can mix in 5:1 surround sound. Excited about entry level positions with a film or production company to work as a grip, gaff and videographer.

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Kroger-Lithia Springs, GA

December 2022 to Present

- Provided assistance to clients
- Answered phone and assisted customers with changes
- Assisted customers in person
- Maintained up-to-date knowledge of customer accounts
- Explained products and benefits
- Operated the cash drawer
- Confirmed payments, refunds, etc.
- Resolved payment and order disputes
- Provided excellent technical support
- Run cash registers
- Open and close guest care
- Run closing and opening reports

Recording Artist

SAE Institute-Atlanta, GA

July 2022 to Present

- Recording myself and other artists
- Navigating Pro Tools
- Navigating Logic
- Navigating Ableton Live
- Setting up mic equipment
- Properly taking down mic equipment
- Wrapping cables
- Practicing single flow
- Working with artist to create, arrange, and execute vision for songs
- Edit audio tracks using DAWs and plugins
- Practicing using automation with different DAWs.

Personal Assistant

OneMindataTime inc-Atlanta, GA

March 2021 to Present

- Managing schedules
- Planning events
- Responsible for interviewing and hiring
- Promoting events
- Managing sales for events
- Interacting with investors
- Finding venues

Hotel Front Desk Agent

Budgetel Inn & Suites-Austell, GA

October 2022 to November 2022

- Managed payments
- Collected payments
- Organized welcome packets
- Room inspection
- Maintenance checks
- Instructed housekeeping to do tasks
- Maintained cleanliness of office
- Opened and closed office

Office Manager

Food Depot-Lithia Springs, GA

March 2022 to October 2022

- Opened and closed store
- Answered questions
- Assisted customers in finding or ordering merchandise
- Promptly addressed customer complaints
- Handled returns and exchanges
- Processed cash, check, or credit transactions with merchandise
- Worked the cash register
- Stocked shelves
- Trained in Cashier department
- Maintained exceptional customer service standards
- Processed payments, including sales and refunds
- Facilitated and managed training schedule

Freelance Photography Assistant

Elizabeth Baptist Church

July 2019 to December 2019

- Assistance in taking photos
- Assistance in choreographing themes
- Assistance in uploading and taking down pictures
- Assistance in editing photos

Education

Diploma in Audio Engineering

SAE Institute of Technology-Atlanta - Atlanta, GA

July 2022 to Present

High school diploma

Mceachern High School - Powder Springs, GA

August 2018 to May 2022

Skills

- Photography (6 years)
- Adobe Premiere Pro (2 years)
- Web Design (1 year)
- Organizational Skills (10+ years)
- Dancing (3 years)
- Adobe After Effects
- Basic Math (10+ years)
- Microsoft Word (5 years)
- Microsoft Powerpoint (10+ years)
- Babysitting
- Video Editing (1 year)
- Animal Care
- Filming
- Video Production
- modeling (1 year)
- Theater Acting (8 years)
- Trumpet (9 years)
- Chorus Singing (9 years)
- Performing Arts (8 years)
- Customer service
- Cash handling
- Conflict management
- Leadership
- Supervising experience
- Fraud prevention and detection
- Cash register
- Front desk
- Driving
- Personal assistant experience

- Photography
- Video editing
- Photo editing
- Adobe Premiere
- Typing
- Windows
- Office experience
- Office management
- Google Docs
- Retail sales
- Pet care
- Time management
- Microsoft Excel
- English
- Communication skills
- Organizational skills
- Customer support
- Business development

Languages

- English - Native

Certifications and Licenses

Dante Certification

January 2023 to Present

Driver's License

Assessments

Security guard skills — Proficient

June 2024

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

Sales skills — Proficient

January 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Verbal communication — Proficient

August 2024

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Food service: Customer situations — Proficient

June 2024

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Work style: Stress management — Proficient

August 2024

Ability to thrive in stressful situations

Full results: [Proficient](#)

Customer service — Proficient

April 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

March 2022

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

Dog & cat groomer — Proficient

December 2020

Dog and cat grooming in a salon setting

Full results: [Proficient](#)

Food service fit: Crew member — Proficient

December 2020

Measures the traits that are important for successful food service crew members

Full results: [Proficient](#)

Attention to detail — Proficient

April 2024

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Work style: Reliability — Proficient

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Inside sales — Proficient

February 2023

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

April 2024

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

High school classroom management — Proficient

February 2021

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Proficient

December 2020

Responding to challenging team situations at work

Full results: [Proficient](#)

Administrative support professional fit — Proficient

August 2022

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

Retail customer service — Proficient

May 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Elementary school classroom management — Proficient

December 2020

Managing behavior in elementary school classrooms

Full results: [Proficient](#)

Work style: Professionalism — Proficient

May 2021

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

Work motivation — Proficient

August 2024

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Customer focus & orientation — Proficient

May 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Building relationships for childcare providers — Proficient

December 2020

Building positive and productive relationships with families of children ages 0-3

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.