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KARLEE SQUIRES

PROFESSIONAL STORYTELLER | WWW.KARLEESQUIRES.COM

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ABOUT

Karlee is a strong leader, self-motivated, and a hard worker. She is very adaptable to new situations, responsibilities, and challenges and always strives to create a positive working environment.

STRENGTHS

- Strategic target marketing and research; Social media managing; Website Building (formatting, metadata analytic, and SEO/focus key words), Email Newsletters, Accumulating Reviews and Collecting Survey Data; Daily assistant tasks

- Computer Skills: MAC and PC proficient, Microsoft Office Suite, Adobe Photoshop (basic), Celtex Screenwriting, RoboHead (project managing software), Final Cut Pro, Adobe Premiere, Coding (basic)

- Interests: Extensive Travel; Performance; Cooking/Baking

EXPERIENCE

COSTCO WHOLESALE • 2020 – CURRENT

- As Receiving Clerk, handles merchandise auditing, keying and accepting goods, and is a forklift operator
- Previous position as Member Services assistant, focused on customer and cashier support

BRAND AMBASSADOR • STREET MEET PROMOTIONS/CONTRACTOR • 2017 – CURRENT

- Front Desk Customer Service, Guerrilla Marketing, Runway, Fitness and Print Modelling, Character Performer, Retail Sales, Training New Employees, and Customer Support

LEAD SINGER/VOCAL CAPTAIN • ROYAL CARIBBEAN CRUISES • 2019

- Performed nightly, Produced singer cabarets, Hosted events
- Crew Welfare Representative for the Entertainment Division

AMDA COLLEGE AND CONSERVATORY OF THE PERFORMING ARTS • MARKETING AND PRODUCTION ASSISTANT • 2015 TO 2018

- As Production Assistant, produced and directed marketing campaigns and photo shoots, coordinating large groups.
- As Marketing Assistant, lead research projects and provided administrative support (exp. organizing, filing, and computer skills).
- Kept track of merchandise and retail sales, including cataloguing inventory. Also trained new employees.

RADIUS PRODUCTIONS • PRODUCTION COORDINATOR • 2016-2019

EDUCATION

BACHELOR OF FINE ARTS • AMDA COLLEGE AND CONSERVATORY
Degree in Music Theatre, New York & Los Angeles

CERTIFICATES • ROYAL CARIBBEAN INTERNATIONAL

Accelerated Leadership Performance Series 1; Chicago Fly House Basic Training; STCW & Professional Training for crew members

HIGH SCHOOL DIPLOMA • ECOLE SECONDAIRE BEAUMONT COMPOSITE

Students Union President; also Yearbook, SAPP, and SADD

VOLUNTEER EXPERIENCE

Greater Vancouver Food Bank (2019), Barking Bitches and Angel City Pitbulls (2018), Hollywood Fringe Festival (2017, 2018), LA Independent Film Festival (2017), Only in Hollywood (2015)

