



# BRIANNA ACEVEDO

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## PROFILE

An organized, dedicated, and detail-oriented recent graduate pulling from a diverse background that is passionate about providing services and experiences that are positive and impactful for guests.

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## WORK EXPERIENCE

### **DreamWorks Animation**, Glendale, CA

March 2017 - June 2017

#### **Special Events Assistant**

- Supported the Head of Events by providing phone coverage, coordinating travel and expenses, managing calendars, and other administrative duties.
- Helped facilitate details for screenings, premieres, and other on and off site events including but not limited to, thank you gifts, catering, decor, vendor logistics, and invoice processing.

### **KABC**, Glendale, CA

September 2016 - May 2017

#### **Community Relations Intern**

- Created social media content and worked alongside the VP of Diversity and Community Relations to fulfill efforts to reach and engage the community while fostering relationships.
- Communicated and collaborated with the community, non-profit organizations, and local and international partners to improve the station's internal and external philanthropic efforts and campaigns.
- Proactively supported the planning, organizing, and implementation of annual station corporate initiatives and special events, such as the Spark of Love toy drive that collects thousands of toys each year for youth in need.
- Oversaw the ABC7 Public Affairs Community website events calendar and assisted in the production of the 7-Day Planner, using site editor and management systems.

### **Focus Features**, Santa Monica, CA

January 2016 - May 2016

#### **Operations Intern**

- Provided administrative support for all departments, on-boarded new interns, and designed data reports for the marketing team to track weekly growth of competitor social media accounts for up to 10 films at a time.

### **CSUN Associated Students Productions**, Northridge, CA

May 2013 - May 2016

#### **Events Assistant**

- Orchestrated talent and artist relations, travel logistics, and hospitality matters for Big Show 2014 and 2015, a \$250K+ campus concert that serves 9,000 students.
- Performed daily responsibilities for 50+ events, serving hundreds of students, including but not limited to: set-up/strike, script and binder maintenance, walk-throughs, volunteer recruitment and training, budget management, and marketing efforts for:
  - Farmer's Market, Earth Fair, Summer Movie Fest, Big Comedy, Big Lecture, Associated Students Fair, New Student Orientation, and the Associated Students Banquet and Award Ceremony.

### **Jet Propulsion Laboratory**, Pasadena, CA

May 2015 - Jul 2015

#### **Financial Business Operations Intern**

Jun 2014 - Aug 2014

Jun 2013 - Aug 2013

- Assisted project management in development of billion dollar financial budget reports and data analysis using Excel, the Institutional Budgeting Forecast tool, and schedules with Microsoft Project for Mars2020.

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## SKILLS

### **Computer**

- Microsoft Office Suite (Word, Excel, PowerPoint, Access); Microsoft Project, Concur (SAP), (JPL) Institutional Budgeting Forecast, Prezi, and Trumba.

### **Licenses and Certifications**

- Cart and Forklift Certification

### **Language**

- Spanish (conversational)

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## EDUCATION

California State University, Northridge (CSUN)

B.S., Business Management, Cum Laude

May 2016