

# **Francis Benavente**

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Objective: to obtain a position in a company where my skills can be used.

Education	AA-T Business Administration	Bakersfield College	In Progress
	High School Graduate	North High School, Bakersfield	2012

## Work History

BookHounds Bookstore      Bakersfield, CA      11/2013 - 08/2015

Warehouse Manager

Job Duties: Managed 4-person crew and oversaw packing and shipping processes; personally handled Listing and selling on the internet, handled customer transactions, customer service

Stars Theatre Restaurant      Bakersfield, CA      01/2013 - 08/2015

Stage Manager

Job Duties: Responsible for show production, directing sound and lighting crew workers, also gained experience in lighting

Shay Brandon Burke Realty      Bakersfield, CA      03/2015 - 08/2015

Administrative Assistant

Job Duties: Advertising for the agent, streamlined contracts for clients, assisted with errands and efficiency with the business

North of the River Parks and Recreation Junior Theatre      Bakersfield , CA

02/2015 - 08/2015

Tap Dance Teacher

Job Duties: Work with a group of students teaching the basics of tap dancing. Working individually with students as well as in a group to create a Choregraphed routine for the showcase.

## Skills and Qualifications

- Excellent communication skills
- Articulation and pronunciation
- Organizational and administrative skills
- Acquired Business sense and entrepreneurial skills
- Apt critical thinking skills
- Technical proficiency with social media and computer literacy
- Enthusiasm and passion for project accomplishment

Awards

Recognition for Excellence in Theatre

03/2016

Awarded for outstanding performance in theatre as well as specially recognized volunteer assistance in the production of the drama *Beauty and the Beast* at the Bakersfield Musical Theatre.