

Francis Ferdinand

Dallas, TX | becoming.francis@gmail.com | (401) 601-1406

Brookdale Senior Living

December 2020

Receptionist

- Answered phones
- Troubleshooted questions and concerns from residents and families
- Assisted HR representative

Howley Bread Group LLC.

August 2019 - March 2020

Associate

- Worked at front of house greeting customers
- Helped with the training of new managers in training
- Served customers
- Worked with a team to make sure that service was optimal
- Cross trained in both production and front of house

Flicker's Arts Collaborative, Providence, RI

May 2015 - August 2017

Project Coordinator

- Wrote promotional press material
- Contacted filmmakers to get collateral material
- Managed social media including but not limited to Twitter and Facebook
- Planned various events including the summer, fall and spring film festivals and the Academy Award gala.
- Worked on press releases for various films and events.
- Assisted with promotion video shoots for the festival events
- Started and ran company Instagram
- Kept records of all films, events, screenplays and collateral materials
- Performed customer satisfaction surveys.
- Managed the office calendar for the interns and kept note of key dates and meetings
- Addressed customer complaints and concerns
- Helped facilitate communication with international filmmakers, directors, screenwriters and producers
- Ran point on sponsor communication for special events

Volunteer Work:

Film Festivals

- *Roving Eye Film Festival*, Spring 2014, 2015, 2016, 2017, 2018, 2019
- *Vortex Sci-Fi and Horror Festival*, Fall 2015, 2016, 2017, 2018
- *Jewish Experience Festival*, Spring 2014, 2015, 2016, 2017, 2018, 2019
- *Tourneé French Film Festival*, Spring & Fall 2015, 2016, 2017, 2018

Education:

Roger Williams University, Bristol, Rhode Island

Bachelor of Arts, Music, Film Studies Minor

Final GPA 3.4

- Degree Conferred 2019