JANELLE BONIFACIO

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WORK EXPERIENCE

Artslandia, Portland, Oregon
Publishing Coordinator, Feb 2018 – Jul 2018

- Plan, coordinate and direct distribution activities and logistics that include scheduling playbill deliveries, researching and contacting venues, hotels, movie theaters, distributors/deliverers and bulk display sites.
- Create and manage production schedules. Liaison between vendors, printers, members and in-house designers and copy writers/editors
- Perform editorial support tasks, such as proofreading, editing and copy writing content for publications and e-blasts
- Perform general office management duties, such as ordering supplies, maintaining project management database systems, creating and developing office procedures and training guides
- Schedule appointments, team meetings, staff travel, maintain and update calendars, coordinate catering for luncheons.
- Create advertiser and membership statements/invoices, A/P, A/R
- Determine intern requirements, recruit and interview, hire, on-board and train new interns. Research and on-board freelancers
- Manage interns, preparing work schedules and assigning specific duties
- Gather and organize information to plan advertising campaigns and confer with clients to provide marketing or technical advice.
- Consult publications to learn about conventions and social functions and to organize prospect files for promotional purposes and contact organizations to explain services and facilities offered.
- Direct administrative details such as financial operations, dissemination of promotional materials, and responses to inquiries.

Omnidawn Publishing, Oakland, California
Editorial Assistant Intern, Mar 2014 – Jun 2014

- Write and edit press releases, proofread manuscripts
- Conduct online research of potential authors, bloggers, and press
- Distribute membership materials. Package and ship general merchandise.
- Manage and maintain membership database system
- Promote business via social networking sites (Facebook, Yelp, Twitter, Wordpress). Manage promotional giveaways.
- Respond to general email inbox

The Nova Studio, Point Richmond, California
Studio Manager/Assistant Office Manager, Jul 2013 – Jan 2014

- Assist customers in class sign-ups via email, phone, or in person
- Perform retail sales activities, resolve cash register, cash reconciliation, prepare and deliver bank deposits
- Manage general maintenance of website. Promote business via social networking sites (Facebook, Yelp, Twitter, Wordpress)

- Assist teachers with classes
- Organize and maintain accuracy of store inventory, update and maintain computer database of store inventory, packaging and pricing
- Perform general office management duties, such as ordering office or studio supplies, manage membership data
- Open, close and maintain studio in accordance with detailed procedures

Nolo Bookstore, Berkeley, California
Bookstore Clerk, Feb 2012 – Oct 2012

- Assist customers in locating books and/or computer programs, offering advice and recommendations if appropriate
- Perform retail sales activities, resolve cash register, cash reconciliation, prepare and deliver bank deposits
- Order books and computer programs, serves as a liaison to on-line vendors
- Receive, inspect and price merchandise
- Organize and maintain accuracy of store inventory, update and maintain computer database of store inventory
- Open and close bookstore in accordance with detailed procedures

EDUCATION

Arizona State University, Tempe, Arizona
Film & Media Studies Candidate, Expected graduation, Aug 2019

San Francisco State University, San Francisco, California
Creative Writing B.A., Jun 2016

Berkeley City College/Diablo Valley College, Berkeley/Pleasant Hill , California
General Education, Jun 2012

ADDITIONAL SKILLS

- Proficient in MAC, Windows XP, Google Docs, Google Drive, Word, Excel, Outlook, Dreamweaver, Specialized Project Management Programs (Basecamp, Airtable, Magazine Manager, Slack and FileMaker Pro)