

MIRANDA BURKE

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EXPERIENCE

Blick Art Materials, Sales Associate & Greeter

November 2018 - December 2020, Los Angeles, CA

- Answered and directed calls on a 4-line system while keeping the front registers clean and stocked.
- Greeted customers and high-profile clients while acting as a liaison for the general manager.
- Orchestrated team members to ensure the registers ran smoothly during peak hours.
- Oversaw the organization of inventory and product layout throughout the store.
- Maintained a vast knowledge of fine art mediums while providing customer service in a fast-paced, team environment.

KXSC Radio, Receptionist & Graphic Designer

August 2015 - May 2017, Los Angeles, CA

- Answered phones while greeting guests and visitors.
- Managed a team of interns while working directly with the General Manager.
- Oversaw the design, branding, and merchandise production for the 2016 KXSC Festival.
- Illustrated weekly posters and graphics.

CREAM Ice Cream Sandwiches, Server

August 2015 - May 2016, Los Angeles, CA

- Greeted and served customers while preparing orders and answering phones.
- Maintained a clean showroom while keeping stock and inventory organized.

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EDUCATION

University of Southern California

August 2014 - May 2020

Bachelor of Arts in Animation from the School of Cinematic Arts in Los Angeles, CA.

PROJECTS

The [Dixie] Chicks - Tights On My Boat, Animator

July 2020, Remote

Directed and produced animated visuals for the official audio release of The Chicks' single *Tights On My Boat*.

Flour Baby, Character Designer & Animator

February 2019, Los Angeles, CA

USC School of Cinematic Arts Student Film. Worked on character designs, visual development, storyboards, and preliminary animation.

Taco Bell, Storyboard Artist

May - July 2017, Irvine, CA

Worked with the marketing and film teams to create storyboards for Taco Bell's "For Here or To Go" web series.

The Magic of Friendship, Illustrator & Designer

February - May 2015, Orange, CA

Chapman University Student Film. Illustrated and designed posters, stickers, and other promotional materials.

SKILLS

- Innate sense of customer service
- Positive Attitude & professional appearance
- Values strong team relationships
- Quick learner who works well under pressure
- Thorough attention to detail while multitasking
- Organized & self-motivated