

DARYN SNIJDEWIND

(949) 633-9946 | darynsnij@gmail.com

EDUCATION

Emerson College, Boston, MA | BFA in Media Arts Production

Graduated December 2022

GPA: 3.93

Cum Laude, Dean's List (2020-2022)

RELATED EXPERIENCE

LHH, Irvine, CA

Temporary Contractor | 2025-2026

- Administrative Assistant/Receptionist | 2025-2026
 - Prepared tax documents with meticulous discretion for filing and delivery to the IRS and state tax boards, and clients and managers for signing
 - Greeted all clients who came into the office, offering them a drink or snack, and coordinated their scheduled meetings with staff members, managers and partners
 - Organized the office's copy rooms, break room, and conference rooms and coordinated office deliveries for food, paper, and office supplies
 - Mailed out sensitive documentation upon request by staff accountants, managers, and partners such as invoices, tax documents, and personal accounting information

Associa Professional Community Management, Long Beach, CA

Assistant Manager | 2024-2025

- Managed heavy phone calls and emails on a daily basis with clients, managers, executives, and third-party vendors
- Received walk-in clients who have concerns, checks, sensitive paperwork, and other inquiries
- Coordinated meeting agendas and calendars on Outlook, as well as connects clients and vendors to managers via Zoom and transferred phone calls
- Supervised and ran an online request service for clients wherein they submit work order, financial, and legal requests

Administrative Assistant/Delinquency Coordinator | 2022-2024

- Coordinated collection processes with high-level executives, managers, attorneys, and the accounting department across three branches
- Managed heavy phone calls and emails on a daily basis with members of the company, third-party companies and attorneys
- Curated packages for attorneys with the proper documents to file for liens, foreclosures, etc. while showing discretion to client privacy and the law

Emerson College, Boston, MA

Teaching/Research Assistant | 2020-2022

- Conducted, analyzed, summarized, and organized research on environmental science for Dr. Jon Honea, for curricula and a research paper (writer's credit received)
- Organized faculty meetings, class curricula information, and student feedback surveys
- Took notes at Sustainability Committee meetings including actionable items and future agenda topics

ADDITIONAL EXPERIENCE

Writer/Intern

AfterBuzz TV/Heal Squad x Maria Menounos, Los Angeles, CA | 2022

Director, Assistant Director, Associate Producer

Emerson Independent Video, Boston, MA | 2019-2021

Resident Assistant

Emerson College, Boston, MA | 2021-2022

Emerson Los Angeles, CA | 2022

SKILLS

Computer/Office Software: iOS, MacOS, Microsoft PC, Google Suite, Microsoft Office Suite, Outlook, PDF XChange, Wix, Canva

Social Media: YouTube, Instagram, Twitter, TikTok