

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

Associa Professional Community Management, Long Beach, CA

Assistant Manager | 2024-present

- Manages heavy phone calls and emails on a daily basis with clients, managers, executives, and third-party vendors
- Receives walk-in clients who have concerns, checks, sensitive paperwork, and other inquiries
- Coordinates meeting agendas and calendars on Outlook, as well as connects clients and vendors to managers via Zoom and transferred phone calls
- Supervises and runs 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
- Manages 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

AfterBuzz TV/Better Together with Maria Menounos, Los Angeles, CA

Writer/Intern | 2022

- Pitched and wrote two articles weekly for the online publication, including interviews with show creators and actors, that have become the most popular articles on their website
- Assisted in pre-production tasks, research, and graphic design for lifestyle podcast, *Heal Squad x Maria Menounos*
- Curated and edited social media content for AfterBuzz TV's TikTok and Instagram accounts

ADDITIONAL EXPERIENCE

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

Writer

Emerson Channel, Boston, MA | 2021

Producer, Director, Writer

The Cell Short Film, Boston, MA | 2021-2022

SKILLS

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

Filmmaking Software: Final Cut Pro, Adobe Premiere, Adobe Photoshop, Fade In, Final Draft, Celtx

Social Media: YouTube, Instagram, Twitter, TikTok