

# Elizabeth L. Farbman

14 Price Rd Chester, NY 10918

Phone: (253) 508-4660

Email: E.L.Farbman@gmail.com

## OBJECTIVE

To acquire the human resource assistant position based in Denver, Colorado for a, "Fast paced mortgage firm." By acquiring this position a long term relationship with a company will be formed while providing the company with quality efficient work at all times.

## CAREER HISTORY

<b>Current Position</b>	<b>Studio &amp; Operations Manager</b>
<b>Company</b>	Surf Street Studios, Inc.
<b>Period of Service</b>	September 2010 – June 2012
<b>Responsibilities</b>	Book artists sessions, organize contracts/riders, obtain materials requested by artists, tend to needs of artist, greet clients and give tours, keep facility clean at all times, keep sessions on time and productive, organize financial information and distribute information to investors; setup and tear down equipment in studio and occasionally assist in Audio Engineering.

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<b>Position Held</b>	<b>Familial Assistant</b>
<b>Employer</b>	Michael Tevnan
<b>Period of Service</b>	July 2008 - February 2010
<b>Responsibilities</b>	Caring for three boys ages six, nine and eleven, keeping house clean at all times, preparing any and all food items in the most sanitary manner, assisting with homework, keeping up to date medical training, delivering children to play dates and practices on time, taking messages and communicating messages and daily occurrences to employer daily, being available 24/7.

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## ACADEMIC HISTORY

**Bachelor of Science in Entertainment Business** at Full Sail University received on August 3, 2012

**Regents Diploma with Honors** from Chester Academy received on January 18, 2010

## PERSONAL ATTRIBUTES

Approachable and respectful while also detail oriented and efficient.

## SKILLS

Proficient Computer Skills: MAC, PC, Microsoft office, Keynote, Numbers, iMovie, iWeb, ProTools

Specialized Skills: Presentation, Communication