

# **Tomi Moskowitz**

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## **DESCRIPTION**

A creative, enthusiastic team member with a penchant for knowledge and an eye for detail.

## **WORK EXPERIENCE**

**Western Justice Center** ♦ *Operations & Campus Coordinator (Contract)* ♦ 05/2023 to Present

- Respond to all campus needs, ranging from construction projects to wedding parties.
- Support nonprofit team through invoicing, scheduling, event planning, and communications.
- Assist with special events, such as fundraisers, board meetings, and mediation seminars.
- Receive top-tier human resources training and conflict resolution education.

**All Day Baby** ♦ *Server, Host* ♦ 10/2022 to 05/2023

- Learned two different daytime and nighttime menus in one week.
- Received 5 out of 5 stars on customer service in employee evaluation.
- Volunteered to learn hosting after the previous host left.

**Pialon** ♦ *Server* ♦ 03/2022 to 10/2023

- Provided exemplary client service in a busy Mediterranean restaurant and live music venue.
- Picked up vocabulary in Farsi, Armenian, and Arabic to better understand the menu, communicate with guests, and collaborate with a diverse staff.
- Hosted birthday parties, engagements, anniversaries, and holiday celebrations.

**Dr. Arbel & Associates** ♦ *Behavioral Technician (Contract)* ♦ 10/2021 to 02/2022

- Supported a young neurodivergent student in a bilingual private school environment.
- Received training in behavioral psychology from specialist Michelle David.
- Maintained and shared data reports to track client's progress.

## **CREATIVE EXPERIENCE**

**Dog Person** ♦ *Writer, Creator* ♦ 02/2021 to Present

- Wrote a short film, currently in development.
- Managing casting, collaborating on cinematography and sound.

**Cyberbaby** ♦ *Creator, Artist* ♦ 10/2019 to Present

- Developed a multimedia brand working in music, podcasting, apparel, and graphic design.
- Taught self music production and video editing softwares

**They're All Going to Laugh at You** ♦ *Actor, Singer* ♦ 07/2022 to 10/2022

- Played the role of "Northridge" at the El Cid Theater in Silverlake.
- Collaborated with a creative team to pull together an original musical in a matter of weeks.

## **ADDITIONAL WORK**

- Assistant Legal Translator
- Political Canvasser
- Product Specialist
- Veterinary Assistant
- Barista
- Student Ambassador
- Pet Care Specialist
- Living Assistant

## **REFERENCES**

Contact information available upon request.

- Lien Ta ♦ Owner, All Day Baby
- Elie Entezari ♦ Owner, Pialon
- Lucy Shen ♦ Creative Collaborator, Patreon

## **AVAILABILITY**

Monday - Friday, 09:00AM to 5:30PM (Full-Time) ♦ Potential flexibility for the right opportunity.

## **TOP SKILLS**

- Customer Service
- Quick Learning
- Calm Under Pressure
- Flexible Thinking
- Honest Communication
- Bilingual: English, Hebrew
- Creative Eye
- Detail-Oriented
- Fun Personality
- Confident Public Speaker
- Writing and Editing
- Compassionate Team Member