

Contact

godzbtrfly1237@yahoo.com

www.linkedin.com/in/amber-

brown-0b1a5258 (LinkedIn)

SammySezSo.com (Company)

www.modelmayhem.com/2730510

(Portfolio)

m.imdb.com/name/nm5293123/

(Portfolio)

Top Skills

Short Films

Social Networking

Acting

Amber Brown

The Wanda to All Your Visions.

Los Angeles, California, United States

Summary

I have experience in the following areas:

Entertainment: Voice Over, Hosting, Singing, Acting, bass playing, Improv/Sketch, Print (Commercial/lifestyle & fashion), Visual Art (Mixed Media Painting), Counseling for teens/adults, Community Building, Event Planning.

www.amberrivette.com

Model Mayhem #2730510

Anthropology & Urban planning all over the world, in which I've written some great articles & experienced priceless memories.

I plan on using entertainment to build community & retain a strong sense of activism for social justice. I've partnered with Compassion International, World Vision, & Labor Rights International to continue working globally. I would love more opportunities to work locally!

Experience

US Navy

Mass Communications Specialist

November 2023 - Present (6 months)

United States

* Photo journalism for The US Navy

* Report to COs, plan events, and lead media team surrounding event

Amazon

Recruiting Coordinator

May 2021 - Present (3 years)

Los Angeles County, California, United States

- Schedule interviews for candidates in typical one-off loops, sim requests, phone screens

- Managing Sim Issues tickets and cleaning up RC Quip for Sim interviews
- Working hands-on with Recruiters to meet deadlines and upcoming special needs of candidate
- Managing the Employee Referral Project independently
- A proud member of the Engagement and Fun Committee, event planning and team building

Paramount Pictures

Executive Assistant II

May 2020 - July 2022 (2 years 3 months)

Los Angeles, California, United States

- High volume international scheduling with Studio Executives, Filmmakers, and other partners
- Hosting meetings with agenda distribution to attendees, note-taking for the team
- Managing Invoices from vendors and liaising with Financial to expedite urgent payments
- Managing and organizing billing statements and invoices via SAP
- Entering weekly payroll for union members via Stat and expenses via Concur
- Designing and distributing publicity breaks to Filmmakers, Producers, and Paramount teams

FOX Sports

Human Resources Assistant

August 2019 - April 2020 (9 months)

Los Angeles, California, United States

- Support Fox Sports Human Resources with the Freelance population
- Oversee proper authorization and organization of I-9s
- Enroll employees into time keeping systems--Kronos
- Production Assistant for Fox Sports events
- Partner with Fox Sports crewing for Onboardings, modified outdated reports
- Liaise with Payroll/IT for outstanding inquiries, expediting process

Sunshine Kids Foundation

Emcee/Host

October 2017 - December 2019 (2 years 3 months)

Raleigh Studios

Coordinate with DJ to host/lead games with children who are attending event and give away prizes. We will see if they do it this year! On weekends on my free time.

Private Events/Expos

Host

February 2014 - December 2019 (5 years 11 months)

Greater Los Angeles Area

Host for Weddings, Expos, Fashion, Agriculture, Comics, you name it! This has slowed down during COVID, along with my job at Fox Sports.

Trejo's Tacos

Human Resources Coordinator

January 2018 - August 2019 (1 year 8 months)

Greater Los Angeles Area

HR Assistant Manager for Trejo's General Managers at 7 locations, problem solve and assist with anything regarding Human Resources—Insurance, Payroll, Sick Requests, Vacation Requests, POS Systems, and solving any inefficiencies within the company to help all locations to self-sustain — Invoices, Deposits, Meal Break Waivers, Language Barriers, Birthdays, Employee of the Month.

Calendar Management, Recruiting, and Interview Organizer to hire for 7 locations with a moderate turn-over rate

The Culver Studios

Personal Assistant To Directors

September 2015 - January 2017 (1 year 5 months)

Culver City, Ca

- Manager high-volume activities and deadlines for commercial directors
- Orchestrate solutions to any issues coming to Director
- Delegate other Production Assistants to carry out duties for most efficiency
- Oversee calendar management for director, travel arrangements

Center for Discovery

Counselor

November 2011 - September 2015 (3 years 11 months)

Greater Los Angeles Area

- Counselor and Group Leader for clients 5-45 suffering from emotional disorders in 24 hour care in La Habra, Downey, Whittier, Lakewood, Rancho Palos Verdes, and Long Beach facilities.
- Inform team with daily extensive notes, reporting clients' process for insurance
- Correspond in weekly meetings for treatment plans, advocating house needs

- Rec-create group modules to sustain growth for clients in all houses
- Analyze and organize cases from a decade prior

The Comedy Store

Stand Up Comedy

October 2012 - April 2014 (1 year 7 months)

The Comedy Store, Haha Factory

Stand Up Comedy in the Main Room, opening up for folks like Chris Rock and dudes from Comedy Central. Finalist in Improv Showcase, now I just specialize in Mom Jokes (way worse than Dad Jokes).

Dream Big Casting

Intern

September 2013 - December 2013 (4 months)

Hollywood CA

Reader, camera auditions, lobby, admin

queenuniversepageant.com

Miss Netherlands

June 2012 - June 2013 (1 year 1 month)

Use title to enhance local community in the Greater Los Angeles area, working with organizations like Santa's Letters, International Labor Rights, World Vision, and Compassion International.

Sponsored by Vicious Dogs, SammySezSo, & High Mountain Fabrications

Magnoly Acupuncture

Administrative Assistant

June 2009 - April 2012 (2 years 11 months)

Pasadena, California

Customer service, schedule planning & coordinating, medical billing, marketing, light janitorial duties

Caution Edutainment

Singer Songwriter, teacher

October 2008 - April 2011 (2 years 7 months)

Greater Los Angeles Area

Sing safety songs to local community, promoting positive energy & education. Also teacher for dance moves & lyrics, assisted in developing curriculum.

LA County School Districts
Substitute Teacher
August 2008 - June 2009 (11 months)
Covina, La Puente, & Pomona

Substitute teach for Pre-12, SPED & GED.

DA Center for the Arts
Teacher & Gallery Intern
May 2008 - July 2008 (3 months)
pomona, california

Teach art to students, create curriculum.

Tend to gallery, curating, sales, community service

Haut Limbe Health Clinic
Volunteer Intern
August 2007 - November 2007 (4 months)
Haut Limbe, Haiti

Weigh in patients & take pulse. Assist doctor in any duties during intake & take anthropological notes on healthcare system in Haiti. Apply notes to anthropological healthcare study.

University of North Haiti
English Tutor
June 2007 - November 2007 (6 months)
Haut Limbe, Haiti

Teach English to a class of students or help them with existing English homework assignments. Build English learning curriculum

American International Mentoring
Intern
August 2006 - June 2007 (11 months)
azusa pacific university

Event planning & marketing, matching compatible American & International friendships, data entry

Middle East Fellowship
Volunteer Teacher
June 2006 - July 2006 (2 months)
Bethlehem, Palestine

Teach art & help manage refugee center for Palestinian children.

Justice Uniting in Creative Energy (JUICE)

Intern

January 2006 - June 2006 (6 months)

Los Angeles, California

Build relationships with at-risk youth learning to dance, record/DJ music, & graffiti visual art. Data entry, event planning & marketing.

Education

New York Film Academy

Master of Fine Arts - MFA, Acting · (2014 - 2015)

Azusa Pacific University

Bachelor of Arts (B.A.), Global Studies & Art · (2003 - 2008)

Glendora High School

Diploma, General · (1999 - 2003)