

Emma Gersho

EMPLOYMENT HISTORY

Sales Associate

Marshalls, Studio City, CA — September 2024 – Present

- Maintains all organizational, cleanliness, and recovery standards for the sales floor
- Exceeded expectations by consistently taking initiative to cover breaks, revitalize the store, organizing for the day, and going above and beyond to assist customers
- Upholds merchandising philosophy and follows established merchandising procedures and standards

I/O Media Assistant

BOND, Hollywood, CA — June 2025 – August 2025

- Ingested, organized, and distributed incoming and outgoing media assets
- Distributing cuts (trailers, teasers, TV spots, etc.), mix preps, and final deliverables to clients with the utmost attention to detail, adhering to each client's preferred method by maintaining expert knowledge of all turnover platforms (Frame I.O, Aspera, Box, PIX, FileRunner, AdStream, etc.)
- Quality-check metadata on transcodes to ensure a seamless proxy-based workflow

Administrative Assistant

Corgibobaa, Glendale, CA — Dec 2023– September 2024

- Assistant to social media creator, Corgibobaa, who has a following of over 1 million cumulatively over multiple social platforms
- Organized and managed multiple calendars
- Served as a liaison of efficient communication between brands and creator social media by email and phone call

Freelance Assistant Editor

Life Chronicles, Remote, Santa Barbara, CA — Mar 2020 – Present

- Elevated Life Chronicles' impact by editing legacy videos that connect generations, harnessing storytelling power, and are inclusive to those young and old
- Ensured precision in each legacy video at Life Chronicles, enhancing emotional resonance through cuts, transitions, and music on Final Cut Pro

Front Desk Associate/Children's Party Host

Ball n Bounce, Encino, CA — Jan 2023 – Sep 2023

- Greeted clients at front desk, answered phone calls, organized files, and supervised children's playtime
- Upsold prospective clients into purchasing memberships
- Deep cleaned and sanitized workspace throughout the day

Counter Server

Cinemark, Danville, CA — Nov 2021 – Sep 2022

- Provided exceptional customer service by greeting and assisting guests in a friendly and professional manner
- Implemented effective upselling techniques to maximize sales revenue
- Ensured accuracy and efficiency in processing customer orders

College Program Intern

Walt Disney World, Lake Buena Vista, FL — Jul 2021 – Nov 2021

- Contributed to the development and implementation of new initiatives that enhance the overall guest experience
- Cultivated transferable skills such as problem-solving, teamwork, and effective communication
- Fostered strong connections with other interns and supervisors

Creative Producer

University of Oregon Duck TV, University of Oregon, Eugene — Jun 2020 – Dec 2020

- Directed, wrote, edited a short film production, "What in The Meme", for university's television network which is comprised of 200 students, which won **Best Overall Award** of 6 other student generated programs
- Selected among hundreds of other applicants who pitched ideas
- Supervised and managed a cast and crew of ten people, while being innovative to ensure Covid-19 safety measures.

EDUCATION

Bachelor's Degree

University of Oregon, Eugene, Oregon

SKILLS

Attention to Detail

Organization

Project Management

Microsoft Office Suite

Phone Etiquette

Team Player

Flexibility

Dropbox

Google Suite

WPM 55

Customer Service

Social Media

Written and Verbal Communication

Mailchimp