

# HALEY WEININGER

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## SKILLS

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Graphic Design (Adobe Premiere Pro, Photoshop, After Effects) • Merchandise Creation & Management • Customer Service • Event Management • Email Marketing (Formstack & Constant Contacts) • Social Media Creation & Management • Production Assistant • Casting Assistant • Band Assistant  
• Labor Scheduler • Admin Assistant

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## WORK EXPERIENCE

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**Admin & Scheduler:** High End Labor Pool, *Phoenix, AZ* Nov 2023 - Nov 2024

- Organized and filed invoices and other job related documents
- Assisted with billing and creating invoices
- Worked in When I Work to schedule over 140 employees for multiple live events throughout the Phoenix area
- Wrote up emails and texts with information relating to the job for each worker

**Keys to the Production Office Workshop,** *Wilmington, NC* Oct 2023

**VIP Host:** Live Nation-Walnut Creek & Red Hat Amphitheatre, *Raleigh, NC* June 2023 - Present

- Answer questions and inform VIP members about the club
- Check and scan tickets at the door and in boxes
- Assist in pre-opening procedures in the VIP club
- Sell VIP Merchandise

**Production Assistant:** NBCUniversal-FBI: Most Wanted, *Brooklyn, NY* June 2022 - Oct 2022

- Worked with the first team to keep track of the actors while on set
- Provided support and communication between departments
- Assisted background actors throughout the shot

**Assistant:** Film Factory & Film Factory-The Loft, *Jersey City, NJ* Nov 2021 - May 2022

- Organized, cleaned, and kept stock of both film locations
- Created videos and took photos for Instagram
- Reached out to local creators to inform them about Film Factory
- Assisted on photography/film productions
- Helped set up and organize events

**Assistant Manager:** Monster Mini Golf, *Paramus, NJ* Jan 2017 - Aug 2022

- Created an environment and customer service experience that keeps guests happy and returning to the business
- Managed and planned parties, events, and individual experiences
- Planned out promotional emails created through Formstack and sent out through Constant Contacts for multiple MMG locations

**Social Media Content Developer:** Monster Mini Golf Corporate, *Las Vegas, NV* May 2019 - Nov 2019

- Created and developed social media content to be used across all 35 Monster Mini Golf locations
- Worked with locations across the country to assist, develop, and schedule their social media posts
- Utilized tools such as Premiere Pro and Adobe Photoshop to create and develop clean content

## EDUCATION

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**William Paterson University,** *Wayne, NJ* May 2021

Major: Communications - Media Production

Minor: Public Relations

Tau Sigma National Honor Society | The National Society of Leadership & Success | Lambda Pi Eta Communications Honor Society

**Bergen Community College,** *Paramus, NJ* May 2019

Major: Liberal Arts

Phi Theta Kappa Honor Society | Alpha Mu Gamma

## EXTRA CURRICULAR ACTIVITIES

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**Band Assistant:** ToyMachine! Music Dec 2021 - Present

- Sell merchandise and communicate with fans at concerts
- Locate music venues throughout the country
- Help advertise the band on social media platforms