

Briana A. Jefferson

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Objective

My career goal is to obtain a position in the film industry, utilizing my creativity and determination to deliver the highest quality work. Working as a filmmaker will enable me the opportunity to maximize my originality through utilization of dynamic style and unique creativity, while providing an enjoyable and memorable experience.

Professional Skills

- Ability to build and maintain positive relationships
- Goal-oriented
- Ability to multitask
- Ability to direct a set through vision
- Handling any unexpected problems efficiently and effectively.
- Creativity
- Effective leader and collaborative team member
- Excellent organizational skills
- Ability to handle detailed tasks effectively and efficiently
- Conflict resolution skills and outstanding communication skills
- Office and computer skills
- Writing my own scripts
- Production assistant
- Set designing
- Makeup and wardrobe
- Lighting sets

Technical Skills

- Adobe Premier
- Adobe Audition
- Adobe photoshop
- Adobe After effects
- Canon camera
- Final draft (script)

Experience

Independent Filmmaker

Nashville, TN

5/19 - Present

- *The Choices We Make* (documentary) - Producer and Director
- *Debt to Pay* (non-dialogue short) - Director, Cinematographer, Editor
- *Educare* (commercial) - Producer, Director, Cinematographer, Editor
- *Cherish* (narrative short) - Actress

Phlebotomy Intern

LabCorp Patient Service Center – Kirkwood, MO

12/2016

- Performed venipunctures on patients using Vacutainer and butterfly collection systems
- Obtained venous blood specimens on a diverse patient population
- Collected urine and other proper specimens based on type of test, patient age and condition
- Ensured proper identification of patient and patient information on lab orders and physicians' forms
- Utilized working knowledge of human anatomy to determine vein site selection
- Clearly labeled and initialed all specimens after drawing
- Responsible for maintaining a clean and orderly work station
- Resolved patient complaints and concerns with effective communication

BioLife Plasma Center

Phlebotomist

03/2017-01/2018

- Print Donor labels
- verify donor's identity
- set up machines and spike solutions saline and Anticoagulant
- scrub donor arms with iodine before doing the venipuncture
- Perform finger sticks and collect blood samples inside capillary tubes.
- Ensure blood pressure, temperature and weight are within required ranges.
- Use Hemostat to spin out plasma from red blood cells and measure hematocrit.
- Use refractometer to ensure protein is within required ranges.
- Create fingerprints and make sure donor's personal information is entered correctly into donor systems during donor entry.

Specialized Retention Agent

Convergys Call Center

2015 –2016

- Answered phone calls with call flow protocols, building rapport and using empathy with customers
- Assisted customers with Directv, Uverse and wireless account information
- Changed rate plans and packages while also providing promotional offers to ensure we value their services and options
- Retained customers from cancelling with AT&T and DIRECTV
- Processed credit/debit card payments and equipment orders
- Answered any questions and concerns making sure customer's needs are fulfilled before ending the call

Oberweise Dairy

Crew Member

2011 - 2013

- Multiple daily job tasks in a fast-paced environment
- Cashiering and money handling

- Took customer orders and ensuring orders were processed accurately
- Timely served orders to customers
- Worked on the dining room floor to make sure customers were happy, comfortable, and satisfied
- Responsible for cleaning tables and bringing used dishes back to the dish room
- Ensured outstanding customer services and all needs were attended to
- Worked in a team effort with co-workers in the kitchen to process and make orders within a timely fashion

Education and Certifications:

Nashville film Institute

Diploma in Cinema Production

Graduated - 02/2020

St. Louis School of Phlebotomy – St. Louis, MO

Certificate – Phlebotomy

Graduated 12/2016

State Fair Community College – Sedalia, MO

College courses

2013-2014

Mehlville High School

High School Diploma

Graduated 6/2013