

DAVID GRAYE

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EDUCATION

California State University, Northridge

Bachelor of Science in Business Administration, Magna Cum Laude

Purdue University

Currently Attending

Master of Science in Communication, Strategic Communication and Public Relations

EXPERIENCE

DIG CYCLE + STRENGTH

July 2019 - Present

Studio Manager

- Create positive experiences for new and existing clients.
- Collaborate with trainers for multiple tasks and provide community development through large DIG events.
- Utilize organization and time management skills to make sure the studio is running smoothly.
- Amplify studio profit with the addition of dedicated studio rentals with independent firms seeking a gym venue.

Beauty + Bikes

July 2019 - Present

Event Manager

- Organize vendor information and create operational strategies for production days.
- Ensure venues are available for event use.
- Facilitate virtual meetings for event vendors and management team members.

The Live Scan Agency

August 2021 – August 2022

Business Manager

- Executed administrative work and organized confidential business information in appropriate files.
- Operated Gemalto machines to efficiently roll fingerprints sent to DOJ and FBI for background checks.
- Generated leads & created new accounts while improving client relations and customer satisfaction.

Angel's Gymnastic Place

March 2019 - August 2019

Social Media Manager

- Developed plans and schedules and oversaw business events coordination.
- Facilitated marketing campaigns, customer service, and time management plans.
- Controlled social media profiles, photographed students, and produced online content & brand's aesthetic.

FILM & MEDIA EXPERIENCE

- Operate a digital media account with over 30K followers with offers to partner with billion-dollar businesses.
- Offer creative services for digital media development ranging from pre-production to post-production.

CERTIFICATIONS & SKILLS

- Licensed California Notary (valid until 2026)
- Experienced in utilizing Word, Excel (Certified LYNDA 2022), PowerPoint, Canva, & all Google suite equivalents.
- Highly experienced in operating social media platforms: Facebook, Instagram, TikTok, LinkedIn, and Pinterest.

ACHIEVEMENTS

- Dean's List student for all undergraduate terms & David Lazarony Scholarship Winner.
- Los Angeles Pierce College President's Honors student (4.0 GPA) (Completed first year in high school).
- Four-Star and Honored Student of CHS Academy of Media & Entertainment.
- Two-time Silver 2016 Junior Olympian & USA National Finalist.