

BRADLEY GAFFNEY

11237 NW 98th St., Yukon, OK 73099 · 405.889.8072

brad.gaffney.film@gmail.com

Recent graduate of the Oklahoma Film & Television Academy. Excited to join a production and bring my work ethic, enthusiasm, skill and determination to the crew. I am organized, detail oriented, reliable and highly adaptable. Open to learn and ready to do what it takes.

EXPERIENCE

CO-EXECUTIVE DIRECTOR, SPOTLIGHT YOUTH, INC.

Non-Profit, Youth Performing Arts group. Assisted with a variety of duties including: initial planning and program design, establishing budget, promotion and fund raising; Hiring adult cast and volunteer staff; Recruiting, supervising and mentoring youth. Served as stage manager during productions: overseeing sound and lighting cues, and coordinating cast and prop movement on stage. Completed two productions: *KWANZA* – 2010, *SAGGIN'* - 2011

CUSTOMER SERVICE ASSOCIATE, AMERICAN CANCER SOCIETY

10 years providing administrative and technical support to internal staff, vendors, volunteers and donors. Assisted with a range of areas including: Payroll, Accounts Payable, Data Entry, Travel and Expense Reimbursements, Information Research, Software support and troubleshooting issues.

ASSISTANT STORE MANAGER, BLOCKBUSTER VIDEO

Promoted to Shift Leader after first year, then left and rehired as Assistant Store Manager. Managed day to day operations including: Accounting, till reconciliation and budgeting; Training, scheduling and supervision of employees; Managing store appearance, product displays and inventory; Customer Service, disputes and account management.

EDUCATION

SET READY COURSE, SLATE 9, OKLAHOMA FILM & TELEVISION ACADEMY

BACHELORS OF BUSINESS ADMINISTRATION, LANGSTON UNIVERISTY

SKILLS

- Interpersonal skills and communication
- Leadership
- Attention to detail
- Working collaboratively as part of a team
- Problem Solving
- Poised under pressure