

# Tinisha Brugnone

Eastpointe, MI 48021

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Innovative and results driven production & event management professional, with over 10+ years of experience in creating and executing successful business strategies.

## Work Experience

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### **Executive Personal Assistant**

medical professionals

August 2020 to Present

- Filing Paperwork
- Entering confidential patient information
- Organizing documents
- Scheduling Appointments
- Booking Flights
- Verifying eligibility
- Creating excel spreadsheets
- Communicating with medical professionals

### **Unit Production Manager - Indija Films**

October 2021 to December 2023

- Overseeing budget of production
- Hiring Production Crew
- Contacting talent
- Sales & Marketing
- Created and Paid Purchase orders
- Invoicing
- Scheduling production
- Securing permits
- Approving contractor reimbursement
- Liaison with external production offices

### **Inspections Representative**

Five Brothers Management Solutions

November 2015 to August 2020

- Completing online inspections
- Requesting documentation from contractors
- Verifying property conditions for clients
- Created work orders for properties
- Research Sale information of properties

## **Marketing / Sales Representative, Premium Retail Services**

Training of Best Buy Employees

November 2012 to November 2015

- Provided knowledgeable demonstrations of technological products in home theatre and appliances.
- Training of Best Buy Employees
- Assisted Sales of products and services
- Increased sales of product 60% during first quarter of assignment

## **Production Manager/Supervisor**

Michigan Creative Film Alliance

July 2011 to April 2014

July 2011 - April 2014

- Managed creative vision
- Obtained necessary licenses and permits
- Overseeing of production schedule
- Managed 30- person crew
- Fundraising
- Strategize workflow efficiencies
- Production scheduling
- Purchased equipment
- Location scouting
- Liaison with local business, organizations, and film office

## **Liaison**

Michigan Creative Film Alliance

August 2011 to October 2011

Entertainment Partners, Aug 2011 - Oct 2011

- Created Power Point Presentations
- Identified specifics regarding infrastructure and existing power supplies
- Liaison with venues throughout Metro Detroit
- Negotiated Rental Rates
- Market Research

## **Customer Service Representative, Wright and Filippis**

Customer Service Representative

July 2007 to August 2010

- Data and product entry required for processing orders and deliveries.
- Handled complex customer complaints, account discrepancies and inquires over multi line phone system.
- Trouble shooting equipment over the phone.
- Verified insurances and acquired necessary authorizations for services.
- Knowledge of HCPC and ICD9 codes.
- Provided professional and courteous customer service to clients and organizations.

## Education

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### **B.A in Communications in Communications**

Wayne State University

## Skills

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- Medical Terminology, 10-Key, Data Entry, Google Docs, Power Point, Excel, Word, Microsoft Office Products, Adobe Creative Suite, Final Cut Pro, Web Design
- Sales
- Production planning
- Market research
- Google Docs
- Customer service
- Crew management
- ICD-9
- Medical terminology
- Communication skills
- Analysis skills
- Microsoft Office
- Microsoft Excel
- Tax experience
- Procurement
- Adobe Creative Suite
- Organizational skills
- Negotiation
- Payroll

## Certifications and Licenses

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### **Driver's License**

June 2023 to June 2027