

# Alan Rosenfeld

Kīhei, HI 96753

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## WORK EXPERIENCE

### **Spa Coordinator**

Four Seasons - Kīhei, HI - June 2014 to Present

#### Responsibilities

Responsible for guest services and spa operations.

Guest scheduling, check-in/check-out.

Orientation for guests, prospective large-group coordinators, and senior hotel staff.

Reconciliation of guest charges.

Spa schedule optimization and room balancing.

Retail spa visual merchandising setup and maintenance.

Author and deployment of spa procedures.

Opening and Closing spa procedures.

100+ large group spa coordination.

General spa maintenance.

#### Skills Used

Customer service, spa bookings with cloud-based Windows 7, Microsoft Word, Microsoft Excel, spa software SpaSoft, communication, organization, coordination and creation of printed staff materials, interface and book appointments for hotel wedding organizers, check in and out and coordinate groups of over 100 persons on group spa days.

### **Spa Coordinator**

Marilyn Monroe Spas - Lahaina, HI - January 2014 to May 2014

#### Responsibilities

Responsible for guest services and spa operations.

Guest scheduling, check-in/check-out.

Orientation for guests, prospective large-group coordinators, and senior hotel staff.

Reconciliation of guest charges.

Spa schedule optimization and room balancing.

Retail spa visual merchandising setup and maintenance.

Author and deployment of spa procedures.

Opening and Closing spa procedures.

100+ large group spa coordination.

General spa maintenance.

#### Skills Used

Customer service, spa bookings with cloud-based Windows 7 & 8, Microsoft Word, Microsoft Excel, spa software Booker.com, communication, organization, coordination and creation of printed staff materials, interface and book appointments for hotel wedding organizers, check in and out and coordinate groups of over 100 persons on group spa days.

### **Senior Lighting Artist**

Rhythm & Hues - Vancouver, BC - November 2011 to September 2012

#### Responsibilities

Production of world-class visual effects.  
Train and mentor junior artists.

UI conceptual design and of future proprietary graphics software, documentation and classroom training.  
Proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

#### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

### **Senior Lighting Artist**

Walt Disney Animation Studios - Burbank, CA - March 2010 to October 2011

#### Responsibilities

Production of world-class visual effects.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation.

#### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

### **Senior Lighting Artist**

Sony Pictures Imageworks - Culver City, CA - November 2010 to September 2011

Senior artist and Katana graphics programmer.

#### Responsibilities

Production of world-class visual effects.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

#### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

### **Caterer Helper and Cook's Helper**

Parties Without Panic - San Francisco, CA - January 2006 to December 2010

Work with the event coordinator and caterer, assist in all aspects of event execution including food preparation, food presentation, setup and breakdown.

### **Senior Lighting Artist**

WETA - Wellington, Wellington - August 2009 to November 2009

Senior lighting artist

#### Responsibilities

Production of world-class visual effects

#### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

## **Lead Lighter**

Image Engine Design Inc. - Vancouver, BC - January 2009 to June 2009

Lead lighter.

### Responsibilities

Create and implement the 'look' of the graphics used in the film.

Trainer and mentor.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

## **Effects Artist**

Dreamworks Animation - Redwood City, CA - December 2007 to January 2009

Effects Artist

### Responsibilities

Create world-class visual effects.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

### Skills Used

Art, MAYA, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

## **Caterer Helper, Food Preparer**

Fork and Spoon Productions - San Francisco, CA - January 2008 to December 2008

### Responsibilities

Assist in caterer kitchen cooking both savory and sweet food items for events.

Assist with event serving, setup and breakdown.

### Skills Used

Organization, knife skills, attention to details, savory and sweet cooking.

## **Owner, Personal Chef**

Who Has Time To Cook? - San Francisco, CA - January 2007 to December 2007

### Certified Personal Chef

- Develop and cultivate client base and coordinate client events.

- Work with clients to develop menus for specific needs.

- Create new and redevelop existing recipes.

## **Senior Lighting Artist Look Development**

Tweak Film - San Francisco, CA - September 2006 to March 2007

Senior Lighting Artist

### Responsibilities

Produce world-class visual effects

Create and implement the 'look' of the graphics used in the film.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

#### Skills Used

Art, MAYA, Renderman, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

### **Senior Lighting Artist, Supervisor**

Industrial Light & Magic - San Francisco, CA - February 1995 to July 2006

Senior Lighting Artist

#### Responsibilities

Produce world-class visual effects.

Trainer and mentor.

Create and implement the 'look' of the graphics used in the films.

Creation of proprietary graphics and database utilities based in Python written for entire studio use including documentation and classroom training.

#### Skills Used

Management, supervisor, Art, MAYA, Renderman, proprietary software, Python, Csh, LINUX, Communication, organization, Wiki, HTML.

### **Assistant Manager**

Godiva - Beverly Hills, CA - January 1983 to January 1985

#### Responsibilities

Collaborate with store manager to achieve targeted store goals.

Assist in daily operations including store deposits and financial reporting and scheduling.

Ensure accurate inventory.

Responsible for daily store opening and closing.

Sales of world renowned chocolate confections.

Retail display setup.

Barista

#### Skills Used

Communication, organization, diplomacy, customer service, attention to details.

## EDUCATION

### **BA in Television and Motion Pictures**

Columbia College - Hollywood, CA

1983 to 1985

### **AA in Communications**

Miami-Dade Community College - Miami, FL

1981 to 1983

## SKILLS

Possesses outstanding administrative and customer service skills. Team building. Team educator and mentor. Prepare detailed reports. Analyze data. Barista, Merchandising, Savory and Sweet Food

Preparation, Event Planning, POS, Personal Chef, Catering. Proficient in the use of Mac OSX, Windows, LINUX Operating Systems Proficient in most word processing software such as Microsoft Word C, C-Shell, Python programming languages

#### LINKS

<http://alan.rosenfeld.name>

#### CERTIFICATIONS

##### **ServSafe**

February 2013 to February 2016

California Food Handler

Certificate #1028904