

# SABIA FADEN

## CONTACT

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912-414-7591

www.sabiafaden.com

## About Me

Dynamic and motivated professional with strong leadership skills and extensive experience in customer service. Known for strong interpersonal communication and a proactive approach to problem-solving. Seeking to leverage a background in hospitality to offer a fresh, customer-centric perspective in creative marketing. Adept at ensuring seamless project execution and utilizing storytelling to connect with audiences and drive results.

## Education

### International School of the Sacred Heart

2013-2018

Tokyo, Japan

- Honors: Academic Honors

### Savannah College of Art and Design

2018-2023

Bachelor of Fine Arts in Film

- Honors: Summa Cum Laude

## Expertise

Management Skills

Creative Problem Solving

Communication Skills

Digital Marketing

Film Production & Editing

## WORK EXPERIENCE

### FRONT OFFICE MANAGER

FEB2024-

Hotel Bardo II Savannah, GA

- Managing a team of personnel, providing outstanding services to ensure guests' satisfaction, and addressing concerns and complaints promptly and professionally.
- Coordinated and optimized back-end processes for hotel operations, including room allocations, guest profiles, and financial transactions.
- Welcoming guests, checking guests in and out of their rooms, responding to phone calls and reservations, responsible for guests' satisfaction in conjunction with other hotel staff, and updating hotel records of payment and bookings.

### ASSIST. FRONT OFFICE MANAGER

JUN 2023-

FRONT DESK SUPERVISOR NOV-JUN2023

FRONT DESK AGENT JAN-NOV2022

FEB 2024

Marriott Savannah Riverfront II Savannah, GA

### PRODUCTION ASSISTANT

AUG-DEC 2021

Hulu's *The Girl from Plainville*, NBC Universal

- Managing background actors under the Assistant Directors department, aiding crew members on set, and enforcing covid compliance protocols on set.

### MARKETING ASSISTANT

JUN 2020- JAN 2021

3D Printing Corporation II Kanagawa, Japan

- Working closely with the marketing team, interviewing clients, and creating video content to help promote the company and share client success stories.

## Skills

- Japanese (native)
- English (native)
- FSPMS (advanced)
- OPERA (advanced)
- Basic Python 3 (beginner)
- Adobe Premier
- Avid
- Adobe After Effects
- Davinci Resolve
- Final Draft

## Reference

### Ryan Davis II Leftlane

VP | Revenue Strategy & Distribution

303-917-3640

### Michael Bailey

GM | Marriott Savannah Rvft.

912-233-7722