

JAMES SIMONTON

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EDUCATION

- American Military University, Online* *Feb 2022 to Present*
Master of Arts in Security & Global Studies - International Relations and Global Security
- University of California, Los Angeles, California* *Sep 2019 to June 2020*
Professional Program in Theater, Film & Television - Screenwriting
- University of California, Riverside, California* *Sep 2017 to June 2019*
Bachelor of Arts in Political Science - International Affairs
- Schenley High School, Pittsburgh, Pennsylvania* *June 2008*
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EXPERIENCE

- Warner Bros - Burbank, CA* *Oct 2021 to Jan 2022*
Assistant Tour Guide
- Assisted in helping customer satisfaction, which guarantee customers to return.
 - Transported over 1,000 people throughout Burbank studio.
 - Educated over 10,000 people on the history of Warner Brothers.
- Congressman Eric Swalwell (D-15) – Washington, DC* *Sep 2018 to Mar 2019*
Office Intern
- Office assistant help by answering over 50 calls, 25 faxes, 20 copies, and 20 e-mails daily in an office setting.
 - Received letters from elected officials and constituents and referred to appropriate individuals.
 - Gave special tours of Capitol Hill 3 times per month to constituents.
 - Greeting victors and escorting special interest groups throughout Capitol Hill.
 - Gathered press clippings to assist Communication Director's reports.
 - Inventoried kitchen and office supplies; restocked as needed.
 - Logged information on legislation voting record.
 - Courier Service to other members of Congress.
- Rite Aid - Hollywood, CA* *May 2017 to Aug 2018*
Shift Supervisor
- Managed 3 employees; responsible for welfare, morale, and overall performance.
 - Supervised stocking of shelves and in-store organization
 - Conducted cash balance of \$30,000 for all registers twice per shift.
 - Ensured compliance for all local, state, and federal policies.
 - Received more than 50 five-star customer service ratings.

End Malaria Now – Long Beach, CA

June 2016 to Dec 2016

Outreach Specialist

- Public speaking ability led to raising over \$10,000 for local non-profit organization aimed at eradicating malaria in poor countries.
- Attended community events, meetings, and conferences across the state of California to solicit donations.
- Established fundraising goals for special events.
- Monitored progress of fundraising drives.
- Prepared fundraising envelopes, bid sheets, and gift bags.

State Senator Anthony Portantino (D-25) – Pasadena, CA

Nov 2016 to May 2017

Campaign Field Intern

- Initiated at least 75 phone calls to registered voters to promote candidate.
- Canvassed 16 houses per week to inform the public about specific goods, services and political efforts.
- Attended organization meetings to secure support and campaign funds.
- Organized meet-and-greet events for supporters.

United States Air Force – Vandenberg Air Force Base, CA

Served 6 years

Security Forces – Area Supervisor

- Supervised 35 employees tasked with protecting space pads and missile silos valued at more than \$1.3 billion.
- Identified operational deficiencies, then placed six priority work orders resulting in over \$1 million cost savings.
- Trained 12 junior employees in law enforcement techniques.
- Conducted 2-foot patrols per shift; conducted security checks for sensitive areas such as top secret facilities, launch pads, and fuel storage.
- Monitored closed-circuit television systems for 150 points.
- Filed and Logged all alarms, dispatched units, and work orders.

LEADERSHIP AND VOLUNTEER EXPERIENCE

UCR Diversity Council – University of California, Riverside

Nov 2017 to June 2019

Student Veteran Representative

- Served as liaison between student veterans and UCR administration
- Attended weekly meetings to discuss issues such as financial literacy and resources for diverse student population.
- Member of the Dean of Students committee.

Relay for life Lompoc and Santa Maria

Feb 2012 to 2015

Fundraiser

- Orchestrated Relay for Life team for 3 years in a row, raising over \$13,000 from teams and ran 100.3 miles

Vandenberg Air Force Base

Dec 2011 to 2012

Airman Volunteer

- Assisted with on-base clinic by distributing over 500 bottles of medication and organized 136 out-patient and in-patient medical records.

SKILLS

Microsoft Office, Leadership, Flexibility, Computer Application, Interpersonal Communication Skill, Presentations
