# Name

# Address Phone Email

# OBJECTIVE

To secure an entry-level position in the entertainment industry. (Be as specific as possible here but short and to the point.)

# **EXPERIENCE**

Dates

Name of Company

City, State

### Name of Position

• Things you did in your position that will qualify you for the position you're applying for.

Dec 2001-Feb 2002

Earth Conservancy

Virginia Beach, VA

#### Co-Producer/ UPM

- Assist in the planning and production of overseas video shoot. Duties including but not limited to: budget concerns, casting, acquiring visas, acting as representative of company to our African contacts.
- Oversee video production while on location in Tanzania, Africa.
- Assist in overseeing additional production in the United States.

May 2000-Oct 2000 New Dominion Pictures

Suffolk, VA

# Art Department Coordinator

- Breakdown scripts; keep track of all script updates for the Art Department of New Dominion Pictures (contracted by The Discovery Channel). Distribute information to members of the Art Department to ensure smoothly run sets.
- Requires excellent organizational and administrative skills.

## SPECIAL SKILLS

- Things that makes you look good to a potential employer
- Proficient in Microsoft Word, Excel, Movie Magic software
- Experience in 16mm film, video, live theatre

# **EDUCATION**

Dates you went Name of School

City, State

Degree

1998 - 2000 Regent University

Virginia Beach, VA

M.A. Communication/Film Producing and Managing

#### REFERENCES

Available upon request