

August 2, 2010

Tasha Pope
593 Powell Street
Brooklyn, NY 11212
Tasha.pope@hotmail.com
917-440-8204

To Whom This May Concern,

I am applying for a Casting Assistant position within your company (preferably producer of field pa). To elaborate on what is stated on my resume, I graduated from Lincoln University, with a Bachelor of Science in Mass Communications (focus in television production) in May 2007. I have gained a valuable amount of production experience working closely with a production company called Leftfield Productions and numerous Production Assistant jobs. I am a hard worker, detail oriented, reliable, and accustomed to prioritizing in a fast paced work atmosphere. Also, I bear an understanding about discretion. Furthermore, I am more than willing to relocate and travel. Additionally, I understand the importance of relationship building and maintaining clear and effective communication with management and co-workers.

Working with your team would be an extremely valuable experience for me. I appreciate your consideration regarding this matter and I welcome the opportunity to set up a meeting with you to discuss my qualifications. My contact information is listed above and on my resume. Thank you for your time and consideration.

Sincerely,

Tasha Pope

Tasha Pope 593 Powell Street, Brooklyn, NY 11212 917-440-8204 Tasha.pope@hotmail.com

Objective

To obtain a position that will allow me to utilize my skills while developing a more concentrated and detailed scope of knowledge in advertising and/or television production.

Education

Lincoln University, Lincoln University, PA, 2003-2007

Bachelor of Science in Mass Communications (Television Production)

Job Related Experience

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- | | |
|------------------|---|
| Fall 2009 | Kangol Kid from UTFO
Dana Dane's & Kangol Kid's Birthday Bash
Coordinating Assistant <ul style="list-style-type: none">• Coordinated the interviewers / photographers/ invited guests• Maintained decorum throughout the night |
| Spring 2009 | America's Next Top Model
Casting Assistant <ul style="list-style-type: none">• Responsible for setting up the venue• Organized talent as they entered the casting• Aided in keeping the audition organized |
| Spring 2009 | Palladino Casting
Paris Hilton's My New BFF, MTV
Casting Assistant <ul style="list-style-type: none">• Responsible for attending events and bringing in clientele• Assisted with auditions and castings |
| Spring 2009 | Palladino Casting
AT&T Basketball Commercial
Casting Assistant <ul style="list-style-type: none">• Responsible for organizing talent• Assisted in audition via sign-up and number placement |
| Fall/Winter 2008 | America's Next Top Model,
Set Production Assistant <ul style="list-style-type: none">• Assisted the Associate Directors with on- set activities• Wrangled cast members to/from locations• Supervised cast members• Assisted the Costume Supervisor in organizing/ transporting the talents wardrobe |
| Fall 2007 | The Real Housewives of New York City
Production Assistant, Ricochet Production/Bravo, New York, NY |

- Aided in productions day to day activities
- Assisted Production Coordinator with release forms

Summer 2007

Casting Assistant, Leftfield Production/Verizon, Lancaster, PA

- Set up venue
- Responsible for bringing in clientele for the commercial
- Organized -up venue

Experience

Spring 2009-

Administrative Assistant, Community Environmental Center, L.I.C., NY

- Responsible for aiding clients in getting approved for the program
- Schedule clients for appointments/classes for crew members
- Produce copies/fax; answering phones; data entry
- Research and schedule travel arrangements for Crew
- Schedule classes

Skills

Microsoft Word

Excel (Basics)

PowerPoint

Internet Savvy

Adobe Premiere

Honors

Dean's List, Cine Award

Smithsonian Museum D.C.

Affiliations

Sigma Gamma Rho Sorority Inc.

Kid Witness News