

August 2, 2010

Tasha Pope
593 Powell Street
Brooklyn, NY 11212
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To Whom This May Concern,

I am applying for a Production 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 Lincoln University News Production staff. I have also had the opportunity of interning at 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 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

- | | |
|-------------|--|
| Fall 2009 | Kangol Kid from UTFO
Dana Dane's Birthday Bash
Coordinating Assistant <ul style="list-style-type: none">• Assisted in decorating the venue• Coordinated the interviewers and photographers• Responsible for interviewer and photography placement on the red carpet• Escorted invited guest from the red carpet to the VIP section |
| Summer 2009 | Kangol Kid from UTFO
Kangol Kid's Birthday Bash
Coordinating Assistant <ul style="list-style-type: none">• Assisted in decorating the venue• Coordinated the interviewers and photographers• Responsible for interviewer and photography placement on the red carpet• Escorted invited guest from the red carpet to the VIP section |
| 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
- Assisted the Associate Directors with on- set activities
 - Provided walkie talkie batteries in a hasty manner to crew members when necessary
 - Supplied call sheets to all crew personnel
 - Aided the 2nd Associate Director in recording proper call/wrap times
 - Helped the Field Coordinator with day to day errands
 - Wrangled cast members to/from locations
 - Supervised cast members
 - Provided unyielding lockdowns on set when necessary
 - Aided in organizing the wardrobe for talent
 - Assisted the Costume Supervisor in organizing the talents wardrobe
 - Helped the Costume Supervisor transport wardrobe to a location
 - Assisted Production Coordinator/ Production Secretary run daily errands
- Fall 2008 Feature Film, Loveless
Wardrobe Assistant/Props/Set Dresser, New York, NY
- Selected clothes suitable for the scenes
 - Aided in organizing the wardrobe with each appropriate character and scene
 - Ironed/dry cleaned wardrobe
 - Responsible for transporting wardrobe to /from locations
 - Designated props for each scene
 - Gathered props prior to shooting day
 - Conveyed props to/from location
 - Formulated ideas for how the scene should look appear
 - Arranged the set
 - Assigned people to aid in the organization of the set
- Fall 2007 The Real Housewives of New York City
Production Assistant, Ricochet Production/Bravo, New York, NY
- Transported lighting equipment to and from locations
 - Loaded and unloaded equipment
 - Commuted crew to and from various locations
 - Aided in productions day to day activities
 - Assisted Production Coordinator with release forms
- Summer 2007 Intern, Leftfield Production, New York, NY
- Answered phones
 - Assisted managers in day to day activities
- Summer 2007 Casting Assistant, Leftfield Production/Verizon, Lancaster, PA
- Set up venue

- Responsible for bringing in clientele for the commercial
 - Organized -up venue
- Summer 2007 Art Department Production Asst., Leftfield Production, New York, NY
- Aided in the selection of props for scenes on Amazon.com
 - Organized and Prepared the set for the scene
 - Transported crew and cast to and from several locations
- Spring 2007 Television Host, LUCTV, Lincoln University
- Formulated new ideas for the show
 - Maintained decorum on the set
 - Posed a variety of questions for the panel
- Fall 2005 News Director/ Assistant Manager, LUCTV, Lincoln University
- Researched and developed segments and show ideas to be aired on television
 - Worked as a news anchor
 - Operated the camera
 - Established new ideas for the station

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
 - Produce copies/fax
 - Answering phones
 - Liaison between the client and Nyserda Program Representative
 - Data Entry
- Winter/Spring 2008 Substitute Teacher, Dr. Betty Shabazz School P.S./I.S 298, Brooklyn, NY
- Maintain classroom and hallway adequate
 - Prepare appropriate lesson plans for students in grades Pre K- 8th
 - Coordinate activities based on the daily schedule
 - Supervise children during trips
 - Counsel students on various topics daily
- Summer 2007 Proxy Solicitor, D.F. King Teleservices, Brooklyn, NY
- Advised investors on voting on proxy's concerning their funds
- Summer 2006 Intern, Homelink Agency, Brooklyn, NY
- Aided families with finding a home which prevented them from alternatively having to relocate into shelters
 - Answered phones
 - Scheduled appointments
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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.
Lincoln University Television Station
Kid Witness News
Act-So