

August 19, 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 the Producer's Production Assistant position within your company. 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. Additionally, I am more than willing to relocate and travel. Furthermore, 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 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 & Kangol Kid's Birthday Bash
Coordinating Assistant
- Coordinated the interviewers / photographers/ invited guests
 - Maintained decorum throughout the night
- Spring 2009 Palladino Casting
Paris Hilton's My New BFF, MTV
Casting Assistant
- Responsible for attending events and bringing in clientele
 - Assisted with auditions and castings
- Fall/Winter 2008 America's Next Top Model,
Set Production Assistant
- Assisted the Associate Directors with on- set activities
 - Supervised cast members
 - Aided in organizing the wardrobe for talent
 - Assisted Production Coordinator/ Production Secretary run daily errands
- Fall 2007 The Real Housewives of New York City
Production Assistant, Ricochet Production/Bravo, New York, NY
- Transported lighting equipment to and from locations
 - Aided in productions day to day activities
 - Assisted Production Coordinator with release forms

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

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