

June 14, 2011

To Whom It May Concern:

I am a Production Office Coordinator aspiring to become a Production Manager who has been in the business since 2007. I have a wide range of experience that includes Assistant Production Coordinator, Production Secretary, Art Department Coordinator, Office Production Assistant and Set Production Assistant have had numerous duties within each individual job that I have encountered, which all have been enriched with different job related experiences.

Some of these jobs include: commercials, industrials, television, feature film, and live events. Working in the market that I live in (Dallas, Texas), commercials are where the majority of my experience lies.

I am a hard worker, pay attention to detail, and enjoy a challenge. I am looking to expand my working knowledge within the production office. Some of the duties that I was assigned to, but not limited to include managing the budget, hiring crew, travel coordination, setting up accounts, booking hotel rooms, cars, and production vehicles. I am familiar with how to work credit card authorizations and manage the invoices for our many vendors. Also, I have set up, filled out, and lined out purchase orders as well as petty cash. I have experience building production books, call sheets, crew lists, etc. One common duty that I was allocated was to contact talent agencies to book talent, get talent information, and assist in obtaining information to Station 12/Taft Hartley booked talent.

As you can see, I have had many different positions. And with every one, I have enjoyed every job I've stumbled upon in this amazing industry. I would welcome the opportunity to work with you and your company. My resume is attached. Thank you for your consideration.

Sincerely,

D'Shanna Moses

Enclosure (1)

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D'SHANNA MOSES

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FEATURE FILMS

PRODUCTION OFFICE COORDINATOR

Language of a Broken Heart
Bridgeman Rock
UPM: Jennifer Beasley

SET PRODUCTION ASSISTANT

Fissure
Fissure, LP
UPM: Jennifer Beasley

TELEVISION

PRODUCTION SECRETARY

Dallas Pilot
Horizon Scripted Television

SET PRODUCTION ASSIST (DAY PLAYER)

The Deep End
Twentieth Century Fox

SET PRODUCTION ASSIST (DAY PLAYER)

Prison Break Season 3
Twentieth Century Fox

SET PRODUCTION ASSISTANT

Chaser's War on Everything in Texas
Australian Broadcasting Company

SET PRODUCTION ASSISTANT

Fantopia
City Lights Entertainment

MUSIC VIDEOS

ASSISTANT PRODUCTION COORDINATOR

Crossin Dixon "I Love My Old Bird Dog"

INTERNET

PRODUCTION COORDINATOR

AVAYA
DeNolf Films
PM: John Wilcox

PRODUCTION OFFICE COORDINATOR

Georgia Power
Janimation
Production Manager: John Wilcox

INDUSTRIAL/LIVE EVENTS

PRODUCTION MANAGER

AHA Heart Saver First Aid/CPR
Tocrok Productions
Producer: John Wilcox

PRODUCTION MANAGER

AHA Friends and Family
Tocrok Productions
Producer: John Wilcox

PRODUCTION ASSISTANT (3 yrs)

Mary Kay Seminar
Jones Mobile Television
PM: Karie Roberti/Leslie Lemond

PRODUCTION ASSISTANT

TGI Friedays
Evidently

PRODUCTION ASSISTANT

Boy Scouts of America
BSA

PRODUCTION ASSISTANT

"Live Show"/Mary Kay
Ditore Mayo
PM: Karie Roberti

OFFICE PRODUCTION ASSISTANT

"Making the Connection"/Mary Kay
Ditore Mayo
PM: Karie Roberti

OFFICE PRODUCTION ASSISTANT/2ND AD

AHA PEARS
Tocrok Productions
PM: John Wilcox

OFFICE PRODUCTION ASSISTANT

AHA Airways
Tocrok Productions
PM: John Wilcox

RUNNER

Jonas Brothers Premier Dallas
TBA Global

INFOMERCIALS

PRODUCTION ASSISTANT

Kimball Hill Home

D'SHANNA MOSES

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COMMERCIALS

PRODUCTION COORDINATOR

Radio Shack-Lance Armstrong
GO FILM
PM: Kirsten Taylor

PRODUCTION COORDINATOR

Nutri-system
DDTV2
PM: Kirsten Taylor

PRODUCTION COORDINATOR

Texas Lottery
Hotel Productions
PM: Max Simpson

PRODUCTION COORDINATOR

TXU
Charlie Uniform Tango
PM: Max Simpson

PRODUCTION COORDINATOR

Shooting Star Casino
Janimation
PM: John Wilcox

PRODUCTION COORDINATOR

Taco Cabana
DNA
PM: Max Simpson

PRODUCTION COORDINATOR

Nike
Weiden+Kennedy
PM: Jennifer Beasley

PRODUCTION COORDINATOR

January 2009 Show/Chuck E Cheese
CEC Entertainment
PM: Jennifer Beasley

PRODUCTION COORDINATOR

Joes Crab Shack
Form
PM: John Wilcox

ASSISTANT PRODUCTION COORDINATOR

Beach Ball/Carnival Cruise Lines
Biscuit Filmworks
PM: Jennifer Beasley

COMMERCIALS CONT

ASSISTANT PRODUCTION COORDINATOR

WWE Apparel/Slim Jim
Metrostop Entertainment
PM: Sawn Offman

OFFICE PRODUCTION ASSISTANT

Toyota
Brick
PM: Jennifer Beasley

OFFICE PRODUCTION ASSISTANT

Professionals
Curious Pictures
PM: Suzanne Johns

OFFICE PRODUCTION ASSISTANT

Zaxby's
The Jones's
PM: Max Simpson

OFFICE PRODUCTION ASSISTANT

Sonic
Locksmith
PM: Jennifer Beasley

PRODUCTION ASSISTANT

American Airlines
Directorz
PM: Fred Daniel

OFFICE PRODUCTION ASSISTANT

Vitamin Water
MJZ
POC: John Wilcox

OFFICE PRODUCTION ASSISTANT

Making the Team: Season Three Promos
CMT
PM: Jennifer Beasley

REFERENCES

Jennifer Beasley	214-533-7556
John Wilcox	214-394-0314
Max Simpson	214-435-7853
Kirsten Taylor	214-673-2008
Laura Bolhcke	972-898-9155
Karie Roberti	214-924-9035