

From the desk of

ANGELICA JACKSON

address

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email

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Profile

Meticulous, detail oriented and deadline obsessed Production Assistant with three years experience in the Entertainment Industry. Current position demands assisting a High Profile Hollywood Talent Agency with all facets involved in celebrity clientele.

Experience

Assistant, Media Artists Agency West Hollywood, CA

Production Assistant, "Uni-President Iced Tea" Commercial
Hollywood. CA

2nd Assistant, Filmcolony Hollywood. CA

Production Assistant, "The Event" Season 1 Hollywood, CA

Production Assistant, "Don't Look Back" Hollywood, CA

Production Assistant, "The Time Being" Hollywood, CA

Production Assistant, "Evil Deeds" Hollywood, CA

Education

Texas A&M University Commerce — BA in Theatre, 2007

Skills

- Strong ability to effectively communicate needs, deliver necessary results and achieve goals under pressure
- Extensive experience in both project management and training
- Proficient using the Microsoft Office Suite
- Literate in both Mac and PC platforms
- Excellence in delivering the utmost in customer service and satisfaction
- Keen ability to anticipate needs

Referrals

Melanie Donkers 4751 Wilshire Blvd., Los Angeles, CA 90038 323.842.6642

Nettie Davis, 618 Clinton St. Apt 9, West Hollywood, CA 90046 323.578.9039

Molly Brennan 1746 N. Cherokee Ave., Los Angeles, CA 90028 716.348.4330