

NEXT ENTERTAINMENT**October 2004 – December 2004**Logger/Transcriber: *The Real Gilligan's Island* (TBS); *The Starlet* (WB); *The Bachelor* (ABC)

- Log and transcribe footage to identify key moments to assist Producers and Editors

PATRICK MARKETING GROUP**October 2001 – October 2004**Proof-reader/Data Entry Operator

- Input data and proof lead profile information from target markets for Fortune 500 and Fortune 1000 clients to assist Reps in sales procurement

Sales Support Coordinator

- Support the President, Partner, Sales Reps, and Program Management in administration of company matters

Marketing Specialist

- Contact prospect organizations and identify hot buttons for sales potential and compile profile data for sales leads and client potential

FREELANCER - APPLE ONE/STAR STAFFING/CO-OP February 2001 - September 2001

BARKLEY COURT REPORTERS: Database management

CITY NEWS SERVICE: Office duties, file management

KCAL 9: Sales Assistant

- Provide administrative support to local and national Sales Department, Sales Reps, and Executives

ASCAP May 1996 - July 2000Market Research Analyst

- Compile weekly music chart share information of ASCAP writers and Publishers from *Billboard* and other media for direct report to Executives in New York and e-mail distribution to Los Angeles
- Research data on award winning artist/songwriters post award shows and analyze data and percentages for comparison to other performing arts organizations BMI and SESAC

Administrative Assistant

- Provide public relations support to the Membership staff with functions that service writer and publisher members of ASCAP

EDUCATION:

Orange County Community College, Middletown, NY

Institute of Audio Research, New York, NY

- Graduate of Recording Engineering and Production Program