

Melissa Zimmer

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OBJECTIVE

To obtain a position in the Entertainment industry.

EDUCATION

Bachelor of Arts in Media Communication, Film minor Bethel University, St. Paul, MN	May 2009
Los Angeles Film Studies Center Los Angeles, CA	January 2008 – May 2008 (semester program)

RELATED EXPERIENCE

Temporary Employee <i>Spherion (Warner Brothers)</i>	August 2009 – November 2009 <i>Burbank, CA</i>
<ul style="list-style-type: none">Assisted in data entry projects at Warner Brothers' Corporate Image Archives DepartmentOrganized/ input assets into Warner Brothers internal system for later retrieval	
Production Assistant (American Music Awards) Dick Clark Productions	November 2009 – November 2009 Los Angeles, CA
<ul style="list-style-type: none">Assisted celebrities and guests of celebrities obtain credentials to enter arena/ gift loungeSupported credentials manager/coordinator in preparation for awards showMonitored guests entering and exiting show event deck	
Intern/ Assistant <i>TalentoLA Agency</i>	June 2009 – September 2009 <i>Echo Park, CA</i>
<ul style="list-style-type: none">Assisted agency director with talent submissions for auditionsConfirmed auditions with clients/ casting directors	
Intern/ Production Assistant <i>Fuel TV</i>	January 2008 - May 2008 <i>Los Angeles, CA</i>
<ul style="list-style-type: none">Assisted producers and studio managers with tape dubbing, errands, archiving filesOrganized files according to episode number and other detailsFact checked and researched athlete and contest information for upcoming episodes	

PREVIOUS EMPLOYMENT

Program Counselor <i>ACR Homes</i>	September 2008 – May 2009 <i>Roseville, MN</i>
<ul style="list-style-type: none">Maintained strict schedules for medication administrationAdvocated for individuals with developmental disabilitiesCoordinated residents' appointments and extracurricular outingsNotified program directors, guardians, and nurses of significant changes in residents' health	
Clerical Assistant <i>Bethel University</i>	September 2006 – December 2007 <i>St. Paul, MN</i>
<ul style="list-style-type: none">Assisted staff and faculty with faxing, phone calls, filing, copying, and ordering office suppliesProvided prompt completion of projects associated with class presentation preparation	
Customer Service Specialist <i>Hy-Vee, Inc.</i>	April 2002- May 2006 <i>Charles City, IA</i>
<ul style="list-style-type: none">Processed energy, phone, and water bills for customersCompleted incoming and outgoing Western Union transactionsAnswered multiple phones and transferred calls to other departments when necessary	

SKILLS

Microsoft Word, Excel, Outlook, 85 WPM, PowerPoint, PC/Mac