

SUMMARY OF SKILLS AND EXPERIENCE

- Extensive experience in Television and Film Production
- Expertise in researching
- Proficient in Microsoft Word, Excel, PowerPoint
- Excellent interpersonal and organizational skills

EMPLOYMENT

2006-Present

Lady éLan Films (Self-Employed)*Actress/Director/Intellectual Creative Talent*

- Submit creative ideas for Grant Applications
- Director/Writer/Producer **Freedom of Speech**
- Director/Writer/Producer **DreamTicket**
- Director/Writer/Producer **Headhunters**
- Feature Producer & Script Writer **Seoul, U.S.A.**
- Webi-sode Director & Editor for **Black In The Future**
- Executive Producer/Writer **Seoul, U.S.A.** Pitch Teaser

2003-2009
2006**Executive Temps Employment Agency, Burbank California***Executive Assistant to Vice President of Legal Affairs, ABC Entertainment Group*

- Researched legal documents and review industry trade magazines
- Managed Executive calendar, schedule meeting and conference calls
- Updated Microsoft Outlook contact database and office phone lists
- **Maintained and update office operations manual**

2004-2005

Spherion Temporary Employment Agency, Burbank California*Provide Administrative support to various departments**Warner Bros. Studios: Television Show Third Watch, Motion Picture Imaging and Human Resources**Executive Assistant – Contracted with Turner Network Television Original Programming Production Finance Division*

- **Submitted script coverage to Creative Development Department**
- Assisted Vice President of Finance & Staff of two Directors Maintained electronic database and created binders for original movies
- Reproduced and distributed dailies

ABC Entertainment Group Talent Development Programs

- Researched and provided costs for advertising opportunities
- Updated Microsoft Excel Spreadsheets for Scholarship Program
- Inputed Data in Microsoft Access Data Files
- Prepared and sorted 800 script applications for post interview process

5/00-1/3/03

ABC News Magazines-20/20, PrimeTime, 20/20 Downtown, Washington, DC*Production Secretary/ Intern Coordinator*

- Researched, developed, and **wrote story ideas for ABCNews.com web column**
- Field produce shoots for ABC Owned and Operated Stations
- Coordinated live feeds to ABC NY News Bureau Hired
- Trained and managed staff of 4 interns each semester
- Coordinated production schedules Assisted Producers with story development

1/00-5/00

ABC News Radio, Washington, DC*Desk/Production Assistant*

- **Assisted clients and reporters with research and interviews**
- Created training manual for incoming desk assistants
- Produced audio series for the Smithsonian Associate Publication
- Managed administrative duties and submitted expense reports

PERFORMANCES**FILM**

Quiet Sunday	Chloe/Lead	Trippleverse Pictures
Beyond The Lights	Nurse/Featured	Gina Prince-Bythewood
Nina	Black Panther/Featured	Cynthia Mort
Seoul, U.S.A. Presentation	Lynnette Love/Lead	Lady éLan Films
Most Wanted	Spice/Supporting	UCLA Film School
Huey Newton Story	Shera/Supporting	American Film Institute

TELEVISION

Major Crimes	Counselor/Featured	Sheelin Choksey
Enlightened	Special Agent/Featured	Mike White
Criminal Minds	Lee Hightower/Day Player	Charles Haid
omg! Insider	Self/Interviewee	Joel Beckerman

NEW MEDIA

DreamTicket	Peaches/Supporting	Lady éLan Films
Black In The Future	Jackie éLan/Lead	Lady éLan Films
Schooled	Cherelle Livingston/Lead	Rising Phoenix
The Bored Room	Suzy/Lead	Paul Nguyen
First Mind Presents: Short Films	BFF Operator/Supporting	Marston Fobbs
Straight From The Horses Mouth	Self/Hostess	SFTHM.com
Hollywood Helps! The Web-Series	Genie Childs/Lead/Writer/Producer	HollywoodHelps.com
Delial	Ms. Rue/Supporting	Cleveland Arts Academy
Marion Wants Custody	Jane/Supporting	Los Angeles Film School
Shattered Dreams	Nazneen/Lead	Cleveland Arts Academy

EDUCATION

Howard University, BA Television & Film Washington, DC, *Magna Cum Laude*
 Syracuse University, Newhouse School of Communications, MPS, Film, Television Syracuse, NY

TRAINING FOR DIRECTING THE ACTOR

Cold Reading/On Camera SAG Conservatory, Casting Access Workshops
 Killian's Commercial Workshops, Killian McHugh
 Commercial Break, Fawnda McMahan
 Directing For The Stage Howard University, Vera Katz
 Intensive Scene Study Living The Art Institute, Kimberly Jentzen
 Intensive (Advanced) On Camera, Margie Haber Studio
 Improv Upright Citizens Brigade (UCB)
 On Camera Intensive Actors Creative Workshop, John Swanbeck
 On Camera Drama/Commercial SAG Conservatory

PROFESSIONAL ORGANIZATIONS

SAG/AFTRA UNION MEMBER
 Alpha Kappa Alpha Sorority, Inc., Alpha Chapter, Rho Mu Omega Chapter, Sigma Lambda Omega Chapter