

EMMA JOHNSON

Casting Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Casting Assistant with 7 years of experience in talent evaluation and audition facilitation. Expertise in orchestrating auditions, managing talent communications, and optimizing casting workflows. Adept at building strong relationships with agents and ensuring comprehensive talent representation for successful productions.

WORK EXPERIENCE

Casting Assistant

WidgetWorks Inc.

📅 Jan / 2021-Ongoing

📍 Denver, CO

- 1. Managed and updated the talent database, ensuring accuracy and accessibility.
- 2. Conducted research on potential clients and projects to support casting decisions.
- 3. Developed engaging casting communications via social media platforms.
- 4. Assisted producers with logistical aspects of production, including preliminary bookings and pre-interviews.
- 5. Served as a liaison among production teams, agents, and talent to facilitate smooth operations.
- 6. Handled administrative tasks such as data entry and file management, while overseeing talent extras.
- 7. Coordinated audition processes, managing talent paperwork and video submissions.

Casting Assistant

Crescent Moon Design

📅 Jan / 2018-Jan / 2021

📍 Portland, OR

- 1. Organized casting sessions using Breakdown Services to optimize talent selection.
- 2. Communicated with agents to confirm talent availability for auditions.
- 3. Facilitated live auditions by recording sessions and providing feedback to talent.
- 4. Supported a leading casting director in various commercial projects.
- 5. Contributed to high-profile campaigns, including a YouTube Video of the Year initiative.

EDUCATION

Bachelor of Arts in Film

University of California

📅 Jan / 2015-Jan / 2018

📍 Portland, OR

Focused on film production and casting processes, gaining insights into the industry.

SKILLS

Talent Database Management

Talent Scouting

Communication Skills

Scheduling Auditions

ACHIEVEMENTS

- ★ Streamlined audition processes, reducing scheduling conflicts by 30%.
- ★ Increased talent database accuracy by 40% through meticulous data management.